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C O R R E S P O N D E N C E C O U R S E S

Guided Individual Study

1978-79



University of Illinois Office of Continuing Education and Public Service

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University of Illinois
at Urbana-Champaign

FEES: Please enclose a check or money order for the course tuition fee plus any special fees (see the course descriptions in the catalog for the tuition fee). Make your check or money order payable to: University of Illinois.

FEE WAIVERS:

I hold a currently valid _____ Illinois Veterans Scholarship _____ County Child of Veteran Scholarship which exempts me from correspondence tuition.

I will be receiving Veterans Administration benefits_____

PERMISSION TO ENROLL FOR COLLEGE STUDENTS: If you are currently enrolled as a full-time college student at the University of Illinois or any other college, you must have the permission of your academic dean to enroll in correspondence study for degree credit purposes. Have your academic dean sign the following form.

Permission is hereby granted for this student to enroll in correspondence study at the same time the student is enrolled in residence study.

Date_____ Dean_____ Institution_____

PERMISSION TO ENROLL FOR HIGH SCHOOL STUDENTS: Superior high school seniors may enroll in introductory correspondence courses with the recommendation of their high school principal or guidance counselor, and University approval.

This is to certify that this student has a superior academic record, meriting consideration for enrollment in a University course for University credit; that the student has developed good study habits conducive to independent study; that this course may be taken in addition to the regular high school program and that it will not interfere with the applicant's completion of the high school requirements or the necessary units required for admission to the University.

Date_____ Principal_____ Institution_____

(Please enclose a copy of the applicant's high school transcript)

APPLICANT'S SIGNATURE

In signing this application, I have read and agree to abide by the regulations of the University of Illinois Correspondence Program as set forth in its current catalog.

Date_____ Signature of applicant_____

TEXTBOOK ORDER FORM

You may order the required textbooks and materials by completing this section. The textbooks will be sent from the Illini Union Bookstore and you will be billed for their cost plus postage. If you prefer, you may delay ordering the textbooks until you receive the list of required textbooks and materials (which is sent upon receipt of your properly completed application) and order directly from the Illini Union Bookstore or your local bookstore, if available.

Please send the required textbooks and materials for the following course(s) and send me a billing for their cost plus postage.

department	number	course title
department	number	course title
department	number	course title

Please also send _____ preaddressed envelopes at \$0.05 each.
number

Date_____ Signature_____

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University of Illinois Office of Continuing Education and Public Service



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University of Illinois

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General Information

UNIVERSITY OF ILLINOIS

The University of Illinois embodies the exciting idea — uniquely American — that higher education is the birthright of the many, not the privilege of the favored few.

It is the Illinois link in a nationwide chain of 68 land-grant colleges and universities which came into being as the result of an act signed by Abraham Lincoln, giving public lands to the states to encourage higher education.

The University opened its doors March 2, 1868, with 3 faculty members and 50 students in a single second-hand building. The original campus is located at Urbana-Champaign. Located at the Medical Center in Chicago are the professional Colleges of Medicine, Dentistry, Pharmacy, and Nursing, and the Schools of Associated Medical Sciences and Public Health. Also in Chicago is the new Chicago Circle campus, which opened in February 1965.

The University's motto is "Learning and Labor," and its threefold mission is instruction, research, and service. There are no priorities among these historic functions. They are integral and interdependent parts of the University's complete role.

GUIDED INDIVIDUAL STUDY

Guided individual study is a method of providing instruction on an individual basis to people who cannot come to campus to study. It permits individuals to learn at their own pace using self-instructional materials. Courses may make use of printed study guides, slides, textbooks, audio and video tapes, broadcast radio and television, telephone, and computer. The student maintains contact with an instructor by mail, using audiotapes, telephone, and individual consultation. Individual study may also be used in combination with group meetings such as seminars and telephone conference hookups.

The Guided Individual Study office offers correspondence study, multimedia courses, group study, and contract courses.

Correspondence Study

Correspondence study is individual instruction by mail. Correspondence study has a number of advantages. You can enroll at any time, study at home, and set your own schedule. It is flexible, convenient, and personalized. It permits adults with family and work responsibilities and others unable to come to a classroom to pursue college work. It increases the choice of courses for college students and permits them to solve campus scheduling problems, to meet prerequisites, to study while away from campus, and to accelerate their programs. Over 120 credit and noncredit courses are currently available in 25 subject areas.

Students in correspondence courses receive a study guide that includes a list of required textbooks and materials, study instructions, supplementary information,

and specific learning assignments. Using the study guide, textbook, and other material, each student completes, at his own pace, a series of assignments which are mailed to the University for evaluation by a university instructor. The instructor may grade the work A, B, C, D, or E, or he may express his judgment on the general quality of the work with more descriptive statements. Generally, one or two examinations, which may be taken under the supervision of an authorized proctor in the student's local area, are required in credit courses. Successful completion of a credit course depends largely on passing the examinations.

Correspondence study is demanding. The flexibility of this method of instruction, which is one of its distinct advantages, is also one of its hazards. Great responsibility is placed on the student. Being on their own, students must have the initiative and self-reliance to develop good study habits and to establish and maintain a regular schedule of study. If you are able to take responsibility for your own education, you may find correspondence study very rewarding and satisfying. Since the medium of instruction is through interpretation of the printed word and written exchanges between the instructor and student, you will need to possess reasonable reading and writing skills.

Multimedia Courses

At various times multimedia courses are offered to persons living in selected areas of Illinois. These courses often use a combination of instructional media which can include printed and graphic materials, broadcast television and radio, audio and visual cassettes, telephone conferences, seminars, and mail assignments. Announcements concerning the availability of multimedia courses are made in the geographical area where the course is offered or to the particular group for which the course is intended.

The scheduling and geographic locations in which multimedia courses are offered are determined by the number of students, availability of facilities and resources, and other demands for educational services.

Group Study

For groups of 15 or more students, the Guided Individual Study office will, upon request, investigate the possibility of coordinating a group study program. Group study programs consist of the basic correspondence course supplemented by periodic group meetings with the course instructor, a local discussion leader, or telephone conferences with the instructor.

Group study adds a dimension of discussion and interaction with others which can be valuable. Persons wishing to discuss the possibility of group study should call or write the Guided Individual Study office.

Contract Courses

Under certain conditions the Guided Individual Study

office may contract with organizations to provide credit and noncredit courses to their constituency. Contracts may involve the provision of instruction for existing guided individual study courses or the development of new courses. Contract courses may be strictly self-study or involve both a self-study and group-study component.

Organizations wishing to discuss the possibility of a contract course should call or write the Guided Individual Study office.

ENROLLMENT REQUIREMENTS

Enrollment requirements are based on the fact that the University of Illinois' correspondence offerings are extensions of parallel campus courses. Requirements are designed to assure that the applicant can profit from university instruction. Correspondence students need not meet the requirements of specific patterns of courses, as is the case for students matriculated in one of the colleges within the University.¹ On the other hand, acceptance for correspondence study does not imply admission to the University on a matriculated basis.

Enrollment in Credit Courses

1. High school graduates may be enrolled.
2. Students currently enrolled at the University of Illinois or any other college or university may enroll with the permission of their academic dean. A permission form is contained on the correspondence study application form.
3. Any person over eighteen years of age and not a high school graduate who can present convincing evidence of an adequate background of training and aptitude may be enrolled.
4. Students who have been dropped by the University of Illinois for either scholastic or disciplinary reasons may be enrolled only with the written permission of the dean or committee responsible for dismissal. Students on drop status from the University of Illinois must inform the Guided Individual Study office of their drop status at the time of enrollment, or at the time of dismissal if currently enrolled, so that a permission form for enrollment can be sent to the dean or committee responsible for dismissal. Failure to inform the Guided Individual Study office of drop status will jeopardize any credit to which the student would otherwise be entitled by successful completion of the course.
5. All individuals enrolling in correspondence courses must meet the specific course prerequisites, if any. The course prerequisites are listed with each course in the

¹ A student planning to matriculate in one of the colleges of the University of Illinois as a candidate for a degree should write to the Director of Admissions and Records, University of Illinois at Urbana-Champaign, 108 Administration Building, Urbana, Illinois 61801, or to the Director of Admissions and Records, University of Illinois at Chicago Circle, Box 4348, Chicago, Illinois 60680, for admission information.

Course Offerings sections of this catalog. Failure to meet the course prerequisites or to obtain a formal waiver of the prerequisites will jeopardize any credit to which the student would otherwise be eligible by successful completion of the course. Students failing to specifically inform the Guided Individual Study office at the time of enrollment that they have not met the course prerequisites will not be eligible for any refund of the course fee beyond that provided by the usual refund policy if withdrawn for lack of the course prerequisite.

Enrollment in Noncredit Courses

1. High school graduates may be enrolled.
2. Any person over eighteen years of age and not a high school graduate who has an adequate background of training and aptitude may be enrolled.
3. Individuals enrolling must meet the course prerequisites, if any. The course prerequisites are listed with each course in the Course Offerings sections of this catalog.

Enrollment of High School Students

Superior high school seniors (typically those with a grade point average of 4.5 or better on a 5.0 maximum basis) will be considered for enrollment in introductory level undergraduate courses with the recommendation of their principal or guidance counselor. (A recommendation form is provided on the correspondence course application form.) The director of admissions and head of Guided Individual Study must concur with the recommendation.

High school students will receive university credit upon the satisfactory completion of credit courses. They shall be given advanced placement when they register in the University. They shall, prior to admission to the University of Illinois as full-time students, be graduated from high school and meet the other University requirements. The credit earned is also generally transferable to other institutions of higher education at their discretion.

The school administrators should base their recommendations upon the merits of each individual case, taking into consideration the ability, grade point average, test results, and the available time of each individual recommended. The work taken should be work over and above the regular secondary school curriculum. It should not normally be used to accelerate a secondary school student at the high school level, but used as a means of broadening and enriching the student's educational program.

ENROLLMENT PROCEDURES

Before enrolling for a correspondence course each student should carefully read the General Information section of this bulletin. The student is responsible for all the regulations and information contained therein.

Course Selection

Courses should be selected to further a student's educational objectives. *It is the responsibility of the student to learn the requirements and/or to seek appropriate counseling* (see "Counseling").

The requirements for the various degree programs of the several colleges of the University of Illinois are set forth in the University's catalogs on undergraduate study. Copies may be obtained from the Illini Union Bookstore, 715 South Wright Street, Champaign, Illinois 61820, for the Urbana campus at a cost of \$2.00, and 1-120 Library Services Building, Chicago, Illinois 60680, for the Chicago Circle campus. The appropriate person to consult about any of these requirements is the dean of the particular University college involved.

Students who plan to transfer correspondence credit to another institution for application toward a degree should consult the appropriate officials of that institution to determine courses they should take (see "Counseling").

Where the aim is to meet requirements for certification or licensing, it is wise to get the official statement of requirements from the board or licensing agency which will grant the certificate or license. Only those agencies can make official rulings as to whether requirements are being satisfactorily met. This is especially important when meeting teacher certification requirements.

Students enrolling in a course for personal satisfaction or occupational reasons unrelated to certification or licensing should be sure that the course selected meets their particular needs and that they meet the course prerequisites, if any, and have the appropriate background to achieve success in the course.

Counseling

The Guided Individual Study office provides information concerning correspondence study. It can also provide general information about correspondence and other forms of external study available from other institutions (see "External Degree Programs" and "Guide to Correspondence Study").

Counseling in the selection of fields of study offered by the University of Illinois calls for the services of an expert. It should not be decided on the basis of general correspondence or superficial information concerning the prospective student and his needs and interests.

The University of Illinois has special student counseling services to assist people in making the choice between fields of endeavor in which they think they are interested. These persons may inquire and make appointments for counseling and vocational testing by contacting the Student Counseling Service, 206 Student Services Building, University of Illinois, Champaign, Illinois 61820, or Student Counseling Service, 1031 University Hall, University of Illinois at Chicago Circle, Box 4348, Chicago, Illinois 60680.

Applicants who are in attendance at another college or university should seek assistance from their college office or the counseling services at that institution. Those who have attended either the University of Illinois or other colleges and universities but plan to seek admission on a matriculated basis at yet another institution should utilize the counseling services of the latter school for purposes of program planning.

General counseling and information for adults about a wide variety of educational programs and opportunities is available through the Inquiry Centers (see "Inquiry Centers").

Application Procedures

Enrollment is on a course by course basis. The following instructions for applying should be followed:

1. Fill out the formal application form completely. Give careful attention to all entries. This is important, even though a blank may have been completed for a previous enrollment, because this form is a worksheet and source of information used in processing the application. Failure to provide all the requested information may delay the processing of the application.
2. College students planning to use the credit earned toward a degree and high school students must have the appropriate permission section completed by their academic dean or school official (see "Enrollment Requirements").
3. You should enclose the required fee (see "Fees, Waivers, and Benefits") with the completed application form. Make your check or money order payable to: University of Illinois. Do not send cash.
4. Order the required textbooks using the order form on the application. You will be billed for the cost of the textbooks and postage. If you prefer, you may wait until you receive the list of required textbooks which is sent upon registration. You can then order the textbooks from your local library or bookstore, if available (see "Costs").
5. Upon registration, a course syllabus, lesson transmittal sheets, mailing labels, and a list of required textbooks and materials will be sent.
6. Upon receipt of the course materials, note the official registration number and enrollment date. The official enrollment date is the date on which the course syllabus is mailed from the Guided Individual Study office. One year is allowed from the enrollment date for completion of the course. Proceed to organize a study schedule and submit the first assignment (see "Course Procedures").

Summer Enrollment

While only one set of regulations apply to all enrollments, a large number of college students, elementary and secondary school teachers, and others register for

and successfully complete correspondence courses during the summer under self-imposed deadlines. Careful scheduling is required to complete these courses to meet August deadlines. Four factors are usually responsible for noncompletion in August: (1) the enrollment was not consummated at a sufficiently early date; (2) some courses contain more lessons than can be completed during a summer enrollment; (3) correspondence courses are taught by resident professors who have on-campus teaching and research duties, and for that reason often must schedule their vacations during August; and (4) the student does not follow his self-imposed schedule.

The person who plans to complete a course to meet an August deadline should do the following:

1. Compute the minimum time required for the course and establish a schedule accordingly. (For example, a course containing 15 lessons will require a *minimum* of five weeks for lessons and an additional two weeks before the final examination can be taken.)
2. Present promptly the application and enrollment fee to the Guided Individual Study office.
3. Allow five to ten days from the date *all* documents arrive at the Guided Individual Study office for the study syllabus to reach his residence.
4. Order the required textbooks and compute the time for delivery of fourth class mail by which books are normally mailed, unless you request the bookstore to mail texts via first class postage rates at your expense. You may use the book order form with your application.
5. Schedule the final examination for no later than August 6 to cover the possibility that the professor may be on vacation after that date.

COURSE INFORMATION

Application of Credit Toward a Degree

The University of Illinois will accept no more than 60 semester credit hours (90 quarter hours) taken by correspondence (or other type of extension teaching) to be applied toward an undergraduate degree. In addition, the final 30 semester hours (45 quarter hours) of credit toward a degree must be earned in residence at the University of Illinois, unless the student has previously completed three years of resident work at the University of Illinois.

Correspondence or independent study credit earned from the University of Illinois is generally transferable to other accredited institutions, however, each institution establishes its own policy regarding the acceptance of correspondence credit and the amount of that credit that can be applied toward their degrees. It is recommended that students planning to transfer credit earned by correspondence to other institutions check with that institution, whenever possible, to ensure that the credit will meet their requirements.

Course Load

Only very superior students may take three courses at one time. The average student should not attempt more than one or two courses at a time.

A student who is on scholastic probation at the University of Illinois should limit himself to one course at a time. Anyone who has been dropped from the University and who seeks correspondence enrollment under special permission from his dean will be limited to one course at a time, unless the dean, in granting the special written dispensation, specifically recommends that a second course be permitted. Under no conditions will any person taking work under such special dispensation be allowed to enroll in three courses at one time.

Repeating a Course

If a student repeats a course for which credit has once been received, he runs the risk of having his original credit forfeited. On the other hand, one may repeat a course which has been failed without such a risk being involved.

Time Limits

A full calendar year, running continuously, is allowed for each course enrollment; however, if a course is discontinued from the sponsoring department's offerings it must be completed within one semester. University regulations set the *minimum length of time* for completion of a correspondence course at six weeks. No matter how few lessons the course may contain, six weeks must elapse before the final examination can be taken. Because the primary concern is quality and mastery, most students should plan on a minimum of 10 to 12 weeks.

Extensions

An extension of time for six additional months may be approved upon presentation of justifiable circumstances. Normally, a second extension will not be granted. An extension of less than six months will not be given.

All requests for these extensions of time must be approved by the head of Guided Individual Study. The fee is \$5, not covered by scholarship, and not refundable.

Concurrent Enrollment

A student may not work on a credit correspondence course while he is in full-time residence, either at the University of Illinois or elsewhere, without written permission of the resident dean with jurisdiction in the matter. Once enrolled a student must notify the Guided Individual Study office if he begins full-time resident study (12 credit hours or more).

Course Transfers

A student enrolled in a correspondence course will be allowed one transfer to another correspondence course provided the transfer request is received within two

months of the official enrollment date. A transfer fee of \$10.00 and a service charge of \$3.50 per lesson submitted in the original course will be assessed. Any difference in tuition between the original course and the new course due the University must be paid. No refund of any difference in the tuition will be made. For the purpose of the correspondence course refund policy, the enrollment date in the original course will apply. For purpose of course completion, the course transfer date will apply.

When requesting a transfer of enrollment, students should include a check or money order made payable to the University of Illinois with the transfer request. The amount of the check should be for the transfer fee of \$10.00 plus the service charge for lessons submitted (if any) plus any difference in tuition between the two courses due the University.

Withdrawing from a Course

The most satisfactory way of ending a course is its successful completion within the time limit. However, a student may withdraw at any time before taking the final examination with no prejudice to his academic record. It is the student's responsibility to terminate his enrollment. This may be done by notifying the Guided Individual Study office in writing of his intent to withdraw from a course.

When a student does not initiate an action to terminate an enrollment, action to cancel an enrollment without prejudice to the academic record may be initiated by the head of Guided Individual Study in the following circumstances:

1. When the student has not requested the administration of the final examination within two weeks of the completion of the course.
2. When the course has not been completed at the end of one year and no request has been received for an extension (see "Extensions").
3. When an enrollment has been in effect for eighteen months.

Refunds

The following refund policy applies to withdrawal from correspondence courses:

1. If an application is rejected, a full refund is made.
2. A refund of the tuition fee less \$22 and \$3.50 per lesson submitted will be made if the withdrawal request is received within six weeks of the date of enrollment and no more than one-half the course lessons have been submitted.
3. A refund of one-half the tuition fee (not to exceed the refund due during the first six weeks of enrollment) less \$3.50 per lesson submitted will be made if the withdrawal request is received from six weeks to thirteen weeks of the date of enrollment and no more than one-half the course lessons have been submitted.

Work Involved in Correspondence

A correspondence course offered for credit is comparable in scope and depth to the equivalent course taught on campus, in which there will be a minimum of one to three hours of homework for each hour spent in class. Added to this is the fact that the correspondence student must respond in writing. The key is the amount of preparation and work which the individual finds is necessary to master the subject. The amount of work required will be minimized for the student who will develop and adhere to a definite schedule of preparation and writing.

Discontinued Courses

Sometimes it is necessary to discontinue offering a particular correspondence course either temporarily or permanently. Tuition received for registration in unavailable courses will be refunded in full or, if requested, transferred free of charge to another course with equal tuition.

Tutoring

Some correspondence students find it useful to locate a person in their local community to help them with their studies. Sources of tutors include high school teachers, college faculty, or those who have successfully completed coursework in a similar college course. Tutors often charge an hourly fee for their services which is the responsibility of the student. Before arranging for tutoring be sure the individual has the expertise to help you and determine in advance the level of service and fee.

For students living in the Chicago area only, the Learning Exchange, a not-for-profit organization, lists individuals who have expressed interest in tutoring various subjects. This is a free service which is supported by an optional membership program. Information about the Learning Exchange can be obtained by calling (312) 273-3383.

FEES, WAIVERS, AND BENEFITS

Costs

The enrollment fee for each course is stated in the Course Offerings sections of this catalog. The fee is based upon \$22 *per semester credit hour* or \$15 *per quarter credit hour* for credit courses (subject to change without notice).

The cost of textbooks and materials is additional and subject to change at any time. Textbook costs presently average \$20 with a range from \$5 to \$50 per course. Textbooks for all courses may most conveniently be ordered at the time of enrollment by using the book order section on the application form. The textbooks and materials will be sent and the student billed for their cost.

The student assumes postage costs for mailing lessons and materials to the University. The University assumes postage costs for sending lessons and materials to the student. Overseas students, except members of the armed

services, are required to pay a \$12 postage fee for airmail service (see "Postage").

Certain types of scholarships and employment (see "Veterans Administration Benefits," "Illinois Veterans Scholarships," "Scholarships," "University Personnel," and "Vocational Rehabilitation") allow a waiver of enrollment fees. If the student has such a scholarship, it should be indicated at the appropriate place on the application form. It is the student's responsibility to apply for and establish a scholarship with the Office of Student Financial Aids. The Guided Individual Study office must receive approval from the Office of Student Financial Aids before fees will be waived.

No course may be taken on a time payment basis. The enrollment fee must be received in full before the student is officially enrolled.

Veterans Administration Benefits

Veterans may be eligible for educational benefits under the GI Bill. To be eligible, a veteran has to have had 181 days of continuous active duty, after January 31, 1955, any part of which began before January 1, 1977. Exceptions to this are made for those who entered after January 1, 1977, on a delayed enlistment contract signed in 1976. In addition, only those veterans who are within 10 years of their date of separation are eligible for this benefit.

Active duty servicemen with military service beginning after January 31, 1955, but before January 1, 1977, are also eligible for the tuition reimbursement as are certain spouses, widows, and children of veterans whose death or total disability was due to service-connected causes.

For information and applications, contact the Office of Veterans Affairs, 130 Student Services Building, 610 East John Street, Champaign, Illinois 61820, or call (217) 333-0058.

Illinois Veterans Scholarships

Illinois Veterans Scholarships at the University of Illinois exempts the holder from payment of resident (in-state) tuition and certain fees. These scholarships are available to veterans who meet the following eligibility criteria:

Must have served in the armed forces of the United States (excluding the Student Army Training Corps) one (1) year, or more, of total service as indicated on the DD 214, *Report of Separation*. If the applicant is currently a member of the U.S. armed forces and has not been separated, a letter from his/her commanding officer or other official indicating military status, length of service, and state of residency, upon entrance into the service, shall be required in lieu of the DD 214. With respect to length of service requirement, two exceptions exist:

- (1) Any veteran, who had one day of service prior to August 11, 1967, shall be eligible for the scholarship.

- (2) Any veteran, who was discharged for *medical* reasons, *may* be eligible for the scholarship, if service was less than one (1) year.

The veteran must meet *one* of the following residency criteria designated below:

- (1) Any person, who was a resident of Illinois at the time of entering the U.S. armed forces . . .
- (2) Any person, who left the state of Illinois, but was a resident of Illinois until at least six (6) months prior to entering the U.S. armed forces . . .
- (3) Any person, who was a student at a state-controlled college, university, or community college, at the time of entering the U.S. armed forces.

In addition to one of the requirements just listed, the veteran must have returned to the state of Illinois within six (6) months of leaving the U.S. armed forces. An exception exists in that any resident of Illinois, who is *currently* a member of the U.S. armed forces, who has served in such armed forces for at least one (1) year, if discharged from the service, shall be eligible to receive this award.

The veteran must meet the applicable admissions requirement of the University.

The veteran must complete an Illinois Veterans Scholarship Application and submit it, along with his/her DD 214, to the Office of Student Financial Aids.

The Illinois Veterans Scholarship shall *not* be awarded to veterans who received a dishonorable discharge from the U.S. armed forces.

The scholarship is good for a period of time that is equivalent to four (4) calendar years of full-time enrollment, including summer terms. A point system determines the duration of eligibility with a maximum of 120 points or twelve years from date of initial usage (whichever comes first). Full-time enrollment means 12 semester hours, or more, of courses per semester. Points have been allocated as follows:

- One through five hours — points as charged
- Six through eight hours — six points
- Nine through eleven hours — nine points
- Twelve hours or more — twelve points

Further information and applications for this program are available at the Office of Student Financial Aids, 420 Student Services Building, 610 East John Street, Champaign, Illinois 61820.

Scholarships

In addition to the veterans' benefits, there are other types of scholarships at the University of Illinois which apply to correspondence courses and provide exemption from payment of enrollment fees. These scholarships, which are awarded on the basis of ACT scores, apply only to the holders of the County Child of Veteran Scholar-

ships. You may contact the Office of Student Financial Aids, 420 Student Services Building, Champaign, Illinois 61820, if you have any questions regarding the scholarships.

Any questions as to the applicability of a scholarship should be raised when the student applies for enrollment in the correspondence course involved. If this advance notification is not provided, it will be difficult to arrange any adjustment on fees paid.

University Personnel

Fees are usually waived for academic and nonacademic personnel of the University of Illinois who are approved by departments for enrollment in correspondence study. Academic employees must clear the waiver through the Tuition and Fees Assessment office, 69 Administration Building, on the Urbana campus, or the equivalent administrative office at Chicago Circle and the Medical Center campuses. Nonacademic personnel must clear the waiver through the administration and records supervisor of the Personnel Services Office on the Urbana campus, or the equivalent administrative entities on the Chicago Circle and Medical Center campuses.

The University of Illinois has established reciprocal arrangements for granting waivers of tuition fees for correspondence study up to six credit hours or two courses per term or semester to nonacademic employees of other institutions under the University Civil Service System. Requests for fee waivers must be cleared through the Personnel Services Office on the Urbana campus. Requests should be accompanied by a letter from the employing department.

Vocational Rehabilitation

Financial assistance in covering the fees for correspondence study is often available from the State through the Offices of the Division of Vocational Rehabilitation. Handicapped persons in Illinois should request such assistance from the local office of the division. Rehabilitation students from other states should seek this assistance from the equivalent services in that state.

Incarcerated persons should request financial assistance by soliciting the services of the vocational rehabilitation counselor assigned to their respective institutions.

COURSE PROCEDURES

Submitting Assignments

Assignments should be submitted individually as soon as each is prepared. Each must be accompanied by a transmittal sheet (a supply of which will be mailed with the course syllabus). All assignments are sent to the Guided Individual Study office for transmittal to the appropriate instructors, unless special arrangements otherwise prevail. Use of special preaddressed envelopes available from the Illini Union Bookstore will be of convenience both to the

student and to the office. It is important that the correct amount of postage be put on each envelope.

The following regulations apply to the submission of assignments in correspondence courses:

1. A maximum of three lessons may be submitted within seven consecutive days. Permission to send more will be granted only upon demonstration that the student is capable of doing distinctly superior work. Unless specific permission has been given by the instructor, lessons submitted in excess of three per week may, at the discretion of the instructor, be returned to the student ungraded. They may not be resubmitted before the stipulated time has expired.
2. A final examination will not be given in less than two weeks after the last lesson in a course has been submitted and/or until all graded lessons have been returned to the student.
3. An examination will not be administered until at least six weeks after the enrollment date.

Lesson Service

The Guided Individual Study office makes every effort to provide reasonable and prompt return of lessons. Some lapse of time is inevitable, however, in handling and evaluating assignments. The usual time period for return of assignments is 7 to 14 days. Circumstances such as insufficient postage, no zip code, and the submission of large numbers of lessons at one time may delay the return of lessons beyond that period. At certain times of the year, especially during the summer months and vacation periods, lesson returns may be slower. If a student experiences consistent delays of more than three weeks in the return of lessons, the Guided Individual Study office should be contacted.

Work Involved in Preparing Assignments

Credit courses are comparable in scope and depth to the equivalent course taught on campus. Although the time required for preparation varies with the course and the individual, the average time required to prepare for and complete a written assignment is six to twelve hours. It is best to develop and adhere to a regular schedule for the submission of assignments, whether several assignments are submitted per week or per month. Whenever possible, new assignments should not be submitted until the prior assignments have been reviewed.

Examinations

Examinations must be taken under the supervision of proctors approved by the head of Guided Individual Study. The student may request that the examination be taken under:

1. supervision at examination facilities at the Guided Individual Study office, or Student Counseling and Testing Service at Chicago Circle;

2. administrative officials (extension or correspondence administrators, registrars, deans or department heads) of accredited colleges or universities;
3. superintendents of educational service regions;
4. superintendents of public or parochial school districts; and
5. special provisions, if he is a member of the armed forces or any person studying abroad.

Every course syllabus should contain a form for use in requesting administration of the examination. If this form does not appear, please write for one in sufficient time to receive it before completing the last lesson. The final examination will not normally be administered in less than two weeks after the last lesson is mailed; however, the request may be mailed after the last lesson has been submitted. It is the responsibility of the student to arrange with an approved off-campus proctor to supervise the examination. The student may save himself embarrassment by referring to the above categories of officials who may be approved as proctors before he asks anyone to so act. It is the student's responsibility to pay any proctor's fee, although fees are seldom requested for these services.

Postage

The student pays the postage on all mail sent to the University, the University pays for the mailing of the course syllabus, letters, and lessons to the student via first class mail.

For members of the armed services on duty outside the 48 contiguous United States, the University pays for air-mail or priority mail service on materials sent to the student.

Overseas students are required to pay a \$12 postage fee for the shipment of the syllabus and return of lessons via airmail. This fee is nonrefundable.

GRADING

Grading Standards

The final grade in a correspondence course is determined by the instructor in keeping with policies and standards observed by the academic department concerned. Although the relative weight given lessons or special assignments and the results of the examinations may vary from course to course, the examination grade tends to weigh heavily in assigning the final grade. *Normally, a passing grade must be earned on the final examination in order to receive credit for a correspondence course.*

The final grade is assigned by letter symbols A, B, C, D, and E. The lowest passing grade is D.

Credit/No Credit Grading Option

Under certain conditions the credit/no credit grading option may be elected for correspondence courses. Inquiries about exercising this option should be made to

the head of Guided Individual Study at the time of enrollment.

A correspondence course student may elect the credit/no credit option prior to completion of one-eighth of the lessons contained in the course. However, should he desire to return to a letter grade, an amended credit/no credit form must be filed prior to completion of one-half of the lessons. The credit/no credit option form must be properly approved and deposited in the college office of the institution where the student is matriculating. If the course is not to be used for degree purposes, the head of Guided Individual Study may authorize use of the credit/no credit option.

Noncredit Enrollment in Credit Courses

Any credit correspondence course may be taken on a noncredit basis by completing all the lessons and requesting withdrawal before taking the final examination. A certificate of completion may be issued upon request if the assignments have been completed in a satisfactory manner. Official transcripts are not available for non-credit courses.

Record, Transcript, and Certification of Credits

Upon completion of a credit course, the grade is entered on the student's permanent record. All requests for transcripts of completed credit courses should be addressed to the Office of Admissions and Records.

Each student is entitled to a free University of Illinois transcript on a one-time basis. Each additional transcript carries a fee of \$1. This fee should accompany the request for transcript.

Teachers who have taken courses in history or political science to meet the statutory requirement for certification with respect to knowledge of the Constitution of the United States and of the State of Illinois should request that the transcript be so stamped.

OTHER OPPORTUNITIES

Guide to Correspondence Study

The Guided Individual Study office is a member of the Independent Study Section of the National University Extension Association. The association publishes a *Guide to Independent Study Through Correspondence Instruction* which lists correspondence courses offered by 68 colleges. It may be ordered from the National University Extension Association, Book Order Department, P.O. Box 2123, Princeton, New Jersey 08540. A check or money order for \$2.00 should be included for each copy.

Independent Study Project

The University of Illinois is participating in the Independent Study Project of the Committee on Institutional Cooperation. Under a grant from the Carnegie Corporation, the project seeks to develop upper-division correspondence courses which will enable adult students to

complete degree programs by correspondence study. Other participating universities are Indiana, Iowa, Michigan, Minnesota, and Wisconsin. While the project does not involve the development of an external degree program, the courses being developed, along with the existing correspondence courses available through the six institutions, can be used to fulfill the requirements of existing external degree programs (see "External Degree Programs").

External Degree Programs

Increasingly institutions of higher education are offering flexible degree programs which permit adult students, who cannot pursue full time study on campus, to complete a degree with little or no on-campus work.

The University of Illinois does not offer undergraduate external degrees, however, up to 60 semester hours (90 quarter hours) of credit from correspondence study and/or off-campus classes can be applied to an undergraduate degree (see "Application of Credit Toward a Degree"). The remaining credit must be taken in residence on a university campus with at least 30 semester hours (45 quarter hours) of that credit on the University of Illinois campus awarding the degree. Certain master's degree programs may be completed at specific locations in Illinois using extramural courses (see "Extramural Classes").

While the University of Illinois does not offer undergraduate external degrees, many external degree programs will accept substantial amounts of correspondence work from the University of Illinois and other accredited institutions (see "Guide to Correspondence Study") toward fulfilling their degree requirements.

The following list of external degree programs is provided for information. The list is by no means complete and interested individuals may wish to inquire of institutions in their local area to determine if they offer external degree opportunities. The listing of the programs does not constitute an endorsement of the programs by the University of Illinois. Persons interested in an external degree should carefully investigate the program to determine its accreditation, costs, requirements, and whether the program is designed to meet their particular needs.

The *Regents External Degree Program* represents the most flexible type of external degree program. There are no admission requirements and a person need not be a resident of New York state to participate. The program offers no instruction but has published degree requirements which can be met by any combination of previous college work, correspondence and classroom work from other accredited institutions, credit by examination, and assessment. There is no residency requirement. Correspondence credit transferred from the University of Illinois is accepted. Information can be obtained from:

Regents External Degrees
The University of the State of New York
99 Washington Avenue
Albany, New York 12230

The following external degree programs generally require that a minimum amount of credit be earned from the institution offering the degree. This requirement can be met by correspondence credit from the institution when the required courses are available.

External Degree Programs
Indiana University
1125 East 38th Street
Indianapolis, Indiana 46205

External Studies
The University of Iowa
W400 East Hall
Iowa City, Iowa 52242

External Student Program
Ohio University
302 Tupper Hall
Athens, Ohio 45701

The Board of Governors' institutions in Illinois offer nontraditional degree programs which generally require a minimum number of hours be taken in residence. Information can be obtained from:

Board of Governors Degree Program
Board of Governors of State Colleges and Universities
222 South College Street
Springfield, Illinois 62706

University of Illinois Continuing Education and Public Service Programs

The University of Illinois provides a wide variety of continuing education and public service programs to the people of Illinois. This section describes some of these programs and who you may contact for further information on how the University of Illinois can serve your needs.

The University of Illinois is a land-grant institution founded in 1867. It serves the people of Illinois by educating, by research, by the preservation of learning, and by providing the results of basic and applied research to the public.

Through its various continuing education and public service divisions, the University of Illinois provides services and programs across the state. This is accomplished by off-campus classes, guided individual study and correspondence instruction, lecture series, clinics, institutes, demonstrations, and consultation.

Continuing education and public service is provided through programs administered by the Office of the Associate Vice-President for Public Service, the Division of Extension at the Chicago Circle campus and the Medical Center campus, and the Office of Continuing Education and Public Service at the Urbana-Champaign campus.

CHICAGO CIRCLE: DIVISION OF EXTENSION

Extension Courses

The Division of Extension offers both credit and non-credit courses in a number of areas of study at the University of Illinois at Chicago Circle and other locations in metropolitan Chicago.

Extension credit courses are open to all applicants who can meet course prerequisites. The courses are identical in content, quality standards, and work requirements with campus classes. Noncredit courses are also offered in a wide range of topics related to University of Illinois at Chicago Circle academic programs.

Suggestions for additional courses are welcome. Organizations and businesses may also request the development of specialized courses, programs, and institutes to meet their specific needs.

For further information and list of courses, contact: Division of Extension, University of Illinois at Chicago Circle, 2603 University Hall, Box 4348, Chicago, Illinois 60680, (312) 996-2353.

Social Work Extension

The Jane Addams School of Social Work and the Division of Extension offer a Continuing Professional Education Program in Social Work. The program has two components.

The Continuing Education component consists of both credit and noncredit courses for the practicing social

worker. Open to students holding a Master of Social Work (MSW) or an advanced degree in an allied field.

The MSW Extension component consists of credit courses selected from the first year curriculum of the Jane Addams School of Social Work. Students may enroll for two MSW extension courses per term. Once admitted to the Jane Addams School of Social Work as an MSW candidate, the student may apply up to 12 quarter hours of University of Illinois at Chicago Circle extension credit toward the MSW.

For further information contact: Extension Program, Jane Addams School of Social Work, University of Illinois at Chicago Circle, 4145 Education and Communication Building, Box 4348, Chicago, Illinois 60680, (312) 996-4629.

Short Courses and Conferences

The Division of Extension offers a variety of short term educational programs in a number of subject areas through its Conferences and Institutes Division. Assistance is provided to organizations in planning and carrying out conferences, short courses, and institutes.

For further information contact: Coordinator, Conferences and Institutes, University of Illinois at Chicago Circle, 1250 Education and Communication Building, Box 4348, Chicago, Illinois 60680, (312) 996-7729.

Counseling

Counseling services are offered, without cost, to all students registered in or planning to register in University of Illinois at Chicago Circle extension courses.

Both educational and vocational counseling are available to assist students in meeting educational requirements, planning for job advancement, or discovering career opportunities. Counseling may include vocational interest and aptitude testing and assessment. Professional personal counseling is also provided.

The Student Counseling Service is located in 1007 University Hall. Appointments are available during both day and evening hours. To arrange an appointment, to obtain further information, or to talk to a counselor, call the Student Counseling Service receptionist between 8:30 a.m. and 5 p.m., Monday through Friday, at (312) 996-3490 and identify yourself as an extension student.

MEDICAL CENTER: CONTINUING EDUCATION AND PUBLIC SERVICE

The University of Illinois Medical Center campus is assuming an increasingly visible leadership role in health professions continuing education in Illinois. Health professionals differ from other audience groups in that their needs for continuing education are post-graduate. Courses and experiences are designed for individuals who have at least basic professional credentials and degrees in their fields and generally do not involve academic credit toward degrees. Health professions continuing education is aimed at sustaining and enhancing professional com-

petence over a lifetime of learning. Programming is developed by the campus' Colleges of Dentistry, Medicine, Nursing, and Pharmacy, and the Schools of Public Health and Associated Medical Sciences to allow practitioners to keep abreast of practical and theoretical advances in their disciplines.

Continuing education support services are offered to campus schools at four locations. Staff of the Office of the Vice Chancellor for Academic Affairs are assigned to the Offices of Continuing Education in the Rockford School of Medicine, Peoria School of Medicine, the School of Basic Medical Sciences in Urbana-Champaign, and at the Medical Center. These offices provide assistance to departmental faculty in developing program budgets, marketing and promotional materials, and other conference arrangements. Pre- and post-program registrant records, media arrangements, and faculty accommodations are also confirmed through these service offices.

In Rockford, Peoria, and Urbana-Champaign, continuing education services are sometimes available to community health organizations. Groups representative of the professional community seek planning assistance either in cooperation with or independent of a campus school. The aggregate productivity and growth of this inter-institutional program network has been impressive: in 1975, the total regional output of the University of Illinois Medical Center numbered 58 programs, while for the first six months of the 1977 academic year more than 218 activities were offered in that same area.

Information on the availability of program planning services is available through the regional offices of Continuing Education and Public Service. Requests may be directed as listed below:

Urbana-Champaign (Region 3-B): Ms. Nancy Bennett, School of Associated Medical Sciences, 505 East Green Street, First Floor, Champaign, Illinois 61820, (217) 333-8145

Rockford (Region 1-A): Ms. Jacqueline Parochka, Rockford School of Medicine, 1601 Parkview Avenue, Rockford, Illinois 61101, (815) 987-7284

Chicago — Medical Center (Region 2): Ms. Jane Whitener, University of Illinois at the Medical Center, 1835 West Polk Street, Room 144, Chicago, Illinois 60612, (312) 996-8025

Peoria (Region 1-B): Mr. Robert Younghouse, Peoria School of Medicine, 123 Southwest Glendale, Peoria, Illinois 61603, (209) 271-3034

URBANA-CHAMPAIGN: OFFICE OF CONTINUING EDUCATION AND PUBLIC SERVICE

Guided Individual Study

Through the Guided Individual Study office, the University of Illinois provides instruction to students who

prefer or require individualized, flexible methods of instruction. Guided individual study includes both traditional correspondence study and other forms of nonresidential education. Guided individual study is characterized by specially prepared study materials and the use of various methods which permit students to study at home, at work, or at locations near their homes. The office works closely with University of Illinois academic units and clients in developing credit and noncredit individual study courses and programs.

Individual study uses printed study guides, often combined with graphic materials, slides, audio and video cassettes, radio and television, and other methods, to form a comprehensive learning package which systematically directs student activities. In addition to written materials sent through the mail, contact between the instructor and student may involve the use of audio cassettes, telephone, and individual consultation. Individual study can be combined with more traditional group processes such as seminars and discussion groups to aid learning.

Individual study may be attractive to you if you cannot conveniently pursue classroom instruction, or if you prefer the flexible, self-paced nature of the method. Working adults may enroll to learn while earning, to qualify for job advancement, to gain new professional and occupational skills, and to meet certification requirements. College students often enroll to solve campus scheduling problems, to accelerate their degree programs, to explore new subject areas, and to apply the credit toward external degrees. You might also wish to enroll for the personal satisfaction of learning, or to investigate college-level work.

The Guided Individual Study office offers over 120 undergraduate credit and noncredit courses for individuals, the office works with specific client groups, industrial organizations, and professional associations in utilizing University of Illinois resources to develop individual study programs and courses to meet the clients' needs.

For more information contact: Head, Guided Individual Study, 104 Illini Hall, University of Illinois, Champaign, Illinois 61820, (217) 333-1320.

Extramural Classes

The Extramural Classes office makes available credit and noncredit courses in a number of academic areas to individuals unable to attend the Urbana-Champaign campus. These courses are offered in cooperation with academic departments and in most cases are taught by regular University of Illinois faculty who travel to the various teaching sites. Participants come from all walks of life and from all areas of the state of Illinois.

Credit opportunities offered through the Extramural Classes program include courses intended for professional development as well as sequences of courses through which a student may fulfill most or all of the require-

ments of the master's degree. Degree programs currently offered totally or in part away from the campus include vocational and technical education, educational administration, secondary education, social work, food science, mechanical engineering, and theoretical and applied mechanics. A certificate program is also offered in higher education.

Many individuals with professional degrees are no longer interested in courses bearing college credit. For this group of people noncredit courses may be an especially appropriate form of continuing education. These courses are often offered in cooperation with companies, professional societies and governmental agencies and are tailored to meet a specified educational need. Noncredit programs currently offered include professional engineering courses designed to prepare individuals to take the professional engineering examination and courses in labor and industrial relations.

For further information contact: Head, Extramural Classes, 101 Illini Hall, University of Illinois, Champaign, Illinois 61820, (217) 333-7169.

Conferences and Institutes

As part of its tradition of public service, the University of Illinois assists governmental, professional, business, and other groups in fulfilling their needs for continuing education. Short-term educational experiences in a changing society have become a vital and necessary part of our educational system because they provide immediate access to rapidly increasing knowledge. If you have ever conducted or considered such a conference, however, you know the amount of planning and coordinating effort that is needed to make it a success.

When an organization brings a conference request to the Conferences and Institutes office, an experienced coordinator works closely with the organization from start to finish. Working with the client, the coordinator develops a checklist of planning steps — and then follows through to be certain that the conference achieves what it was designed to do. Before, during, and after the conference the coordinator and other staff members are on call to handle any problems which may arise.

Each year the Conferences and Institutes office coordinates about 200 such short-term learning experiences that last anywhere from one day to several weeks.

For help in planning your conference and further information contact: Head, Conferences and Institutes, 116 Illini Hall, Champaign, Illinois 61820, (217) 333-2881.

Program Development

The Program Development unit assists persons who conduct continuing education programs or public service activities. Persons served include faculty and staff from the University units involved in continuing education and public service activities and individuals and groups outside the University.

The Program Development unit provides assistance in several ways: by conducting needs assessments, doing background research, forming planning or advisory committees, and suggesting formats for programs. The program development unit sometimes initiates new programs, but they are then turned over to administrative units which actually conduct the programs. The role of the Program Development unit is to advise, coordinate, and assist campus units and groups outside the University in developing and presenting programs and projects.

There are many ways in which the Program Development unit can assist the process of initiating programs of continuing education and public service. The unit can help locate sources of funding, help with the planning stages, help design learning activities, and evaluate program accomplishments. If several on- and off-campus units must cooperate in the program, the program development unit can help coordinate these activities. Finally, the unit can aid in developing effective marketing strategies for the new program.

For further information contact: Associate Director, Program Development, 119 Illini Hall, University of Illinois, Champaign, Illinois 61820, (217) 333-7369.

Inquiry Centers

The Inquiry project is planned as a community and statewide network of educational and occupational counseling centers designed to provide information — in relation to educational opportunities, career possibilities, supporting services, and testing opportunities — counseling, and referral services for any adult in the state of Illinois. An Inquiry Center can help you determine what you want — and also help you find it.

The Inquiry Center will serve all adults who are not full-time students, and special efforts are made to ensure that women, minority members, the poor, dropouts, ex-offenders, the handicapped, and career changers know about and can take advantage of these services.

The function of the Inquiry Center at the University of Illinois is to coordinate the overall efforts of the project including: (1) securing cooperation from sponsoring agencies (any educational or social service agency that offers courses, workshops, or activities for adults), (2) coding information in relation to educational opportunities, (3) career or supportive services, (4) providing access to storage and retrieval of information, (5) locating counseling sites, (6) training paraprofessional counselors, (7) providing in-service training for both professional and paraprofessional staffs, and (8) the overall supervision and administration of the Inquiry centers in the state.

At present, you can obtain information from the Inquiry Center at the University of Illinois by telephone, (217) 333-4258. However, several walk-in centers will be established in the near future that will provide free educational and occupational counseling.

Allerton House

Allerton House, the conference center for the University of Illinois, is located 30 miles southwest of the Urbana-Champaign campus and 5 miles from Monticello, Illinois. It is situated in Allerton Park, a 1500-acre wooded tract given to the University in 1946 by Robert Allerton. You will find Allerton House to be a superb setting for a conference or institute.

The main building, a 40-room Georgian mansion built in 1900, has been adapted for use by groups for in-residence meetings, seminars, and short courses. Meeting rooms, lodging, and meals are provided for conference participants. The capacity of the facility is 100, including two smaller guest houses near the main building.

Allerton House, built beside the Sangamon River and overlooking a reflecting pond, is surrounded by both natural woodlands and formal gardens. Approximately 100 sculptures, many of museum quality, grace the grounds. Over 30 miles of hiking trails traverse the park, which has been designated a National Natural Landmark. Allerton Park is open to the general public, although Allerton House is not.

All conferences accepted must be in residence at least one overnight and must be basically educational in nature.

For further information contact: Director, Allerton House, Rural Route 2, Monticello, Illinois 61856, (217) 333-3287.

International Affairs

The office of Continuing Education in International Affairs develops special public-interest programs concerned with the study of U.S. foreign policy and international problems. It also provides Illinois citizens with bibliographic materials, special radio broadcasts, and information on resource people who are available for particular programs on world affairs.

Working with representatives of colleges and universities and citizens' groups throughout Illinois, three or four major world affairs conferences are held annually in communities around the state. The office also publishes a *Bulletin* in the spring and fall of each year. This publication, with a readership of over 10,000, disseminates information on world affairs activities in Illinois to educators, businessmen, and community leaders throughout the United States.

If your civic or professional organization has particular international program needs, you can use the speakers' service of Continuing Education in International Affairs, which identifies faculty at the University of Illinois at Urbana-Champaign who are recognized authorities on many timely topics.

For further information contact: Head, Continuing Education in International Affairs, 205 Arcade Building, University of Illinois, Champaign, Illinois 61820, (217) 333-1465.

Engineering

Graduate and some senior level undergraduate level courses in engineering and mathematics are offered throughout the state where there is sufficient interest. Through these courses you can earn credits toward a master's degree or the Graduate Certificate Program. Courses are presented locally by a professor from the Urbana-Champaign campus, or by electronic transmission of classroom proceedings which originate on campus.

Remote classrooms can be located in any suitable private or public facility, even hundreds of miles from the Urbana-Champaign campus. The "electronic blackboard" is clearly displayed on television monitors, while the professor's voice is heard over a speaker. Through a microphone, students can speak directly to him or with students in other classrooms.

Currently, 35 engineering review and update courses are conducted regularly at convenient centers throughout the state. By helping practitioners maintain basic skills, these courses are very useful as preparation for state registration examinations in various fields. Additional review and update courses for specific branches of engineering can be offered where there is sufficient interest. Continuing Education in Engineering welcomes your requests for courses that would meet the particular needs of you and your colleagues.

For further information contact: Academic Coordinator, Continuing Education in Engineering, 112 Illini Hall, University of Illinois, Champaign, Illinois 61820, (217) 333-6634.

Music

Continuing Education in Music coordinates programs in the School of Music, extending the services of the University into the state and nation. Activities range from services to research, with emphasis on instructional programs. These include in-service and continuing education for teachers of music as well as the listening audience; development of community music programs and centers; workshops and conferences; off-campus performances throughout the state, nation, and internationally by School of Music faculty and student performing organizations; publication of materials which serve as aids to teachers; and educational research and exploratory programs in music. The office created and administers the Illinois Summer Youth Music Camp, an instructional program for young gifted musicians, involving approximately 1,700 junior and senior high school students in 20 two-week camps.

All program costs are minimal, varying according to the type of activity and range from registration fees and travel expenses to tuition fees.

For further information contact: Head, Continuing Education in Music, 608 South Mathews Street, University of Illinois, Urbana, Illinois 61801, (217) 333-1580.

Visual Arts

The Visual Arts component of Continuing Education and Public Service serves as a cultural-educational liaison between the arts environment located at the Urbana-Champaign campus and the people of Illinois. The diversity and excellence of the Department of Art and Design and related supporting activities means that a wide variety of quality programs are available to you throughout the state of Illinois.

Activities include credit and noncredit classes, conferences, workshops, seminars, exhibitions, sharing of resources, loan materials, and publication of the *Review of Research in Visual Arts Education*.

Additional programs under consideration include international programs for the training of faculty, reciprocal exhibitions, the study of aesthetic growth, and conferences and workshops for professionals in the visual arts.

For further information contact: Head, Continuing Education in the Visual Arts, 123 Fine Arts Building, University of Illinois, Champaign, Illinois 61820, (217) 333-0418.

UNIVERSITY OF ILLINOIS UNIVERSITY-WIDE PROJECTS

Fire Service Institute

The Fire Service Institute provides credit-free instruction to fire fighters in paid and volunteer fire protection units through basic training courses and advanced courses for instructors and officers. Satisfactory completions are accepted by the Division of Personnel Standards and Education Office of the State Fire Marshal toward meeting certification requirements. During an average year, the small professional staff of the Fire Service Institute, assisted by nonuniversity instructors, conducts courses in

some 250 locations. These are attended by about 10,000 people and total more than 100,000 instructional hours.

For further information contact: Fire Service Institute, University of Illinois, 1007 West Nevada Street, Urbana, Illinois 61801, (217) 333-3800.

Police Training Institute

The Police Training Institute provides credit-free instruction to law enforcement officers in municipal, county, and state units. The courses are certified by the Illinois Local Governmental Law Enforcement Officers Training Board and the Police Training Institute is approved by the training board to offer the courses. Courses fulfill state mandated requirements for basic training and firearms instruction. Thirty-three separate training programs are offered in advanced, specialized, and technical training areas for all levels of police service. The institute offers a variety of seminars and workshops designed to meet specific needs of individual departments or groups of agencies in a geographical area.

For copies of the training schedule and/or brief course descriptions, write to Police Training Institute, University of Illinois, 359 Armory Building, Champaign, Illinois 61820, or telephone the registrar at (217) 333-6522.

Visual Aids Service

The Visual Aids Service operates a film library of 12,348 titles in 31,494 prints. A film catalog provides code numbers for booking, descriptions, level for recommended use, and rental charges. Catalogs are distributed to users — mainly schools and colleges. Copies may be purchased for \$5.

For further information or booking, contact: Visual Aids Service, University of Illinois, 1325 South Oak Street, Champaign, Illinois 61820, (217) 333-1360.

Credit Course Offerings

The following list of courses offered by correspondence is arranged in alphabetical order by departments. The courses of each department are listed numerically.

A course application should indicate both the departmental abbreviation and the course number precisely as listed in this catalog.

Following each course number is the title, a brief description of its content, the number of lessons, the prerequisite for enrollment therein, the tuition fee, and the credit given.

The number of lessons indicated for any course is subject to change without notice. This number is not a true indication of the amount of work involved in that particular course, which depends upon such factors as the textbook used and the manner in which the department wishes to present the course material.

The credits are all at the level indicated by the course number and are counted in terms of semester hours. Graduate credit is indicated by units (1 unit equals 4 semester hours of credit). *There may be no deviation from the hours of credit specified for any course unless this possibility is clearly indicated in the description of that course.*

Course Numbering

The University of Illinois follows a pattern of listing courses numerically. Courses for undergraduates (freshmen and sophomores) are numbered 100 to 199; for advanced undergraduates (juniors and seniors), 200 to 299; for advanced undergraduates and graduates, 300 to 399; and for graduates, 400 and above. Graduate credit for a course may be extended only when such credit is specified in units following the course description.

ACCOUNTANCY

ACCY x101. Principles of Accounting I. Basic accounting and business concepts; principles of recording business transactions; cash records and control; periodic adjustment of transaction data; financial statement presentations; relationship of accounting to business. Twenty-two lessons. Tuition: \$66.00. Three semester hours credit.

ACCY x105. Principles of Accounting II. Product costing in a manufacturing organization — process costing and job order costing. Standard costs, budgeting, and control of manufacturing costs. Cost behavior, flexible budgets, and cost information for decision making. Twenty-one lessons. Prerequisite: Accountancy 101. Tuition: \$66.00. Three semester hours credit.

ACCY x208. Intermediate Accounting. Accounting theory and concepts with an analysis of the special problems that arise in applying these underlying concepts to financial accounting; emphasis given to

the use of accounting information as a basis for decisions by management, stockholders, creditors, and other users of financial statements and accounting reports. Twenty-one lessons. Prerequisite: One year of accounting. Tuition: \$88.00. Four semester hours credit.

ACCY x266. Cost Accounting. Use of costs for control and decision making with emphasis on standard costs, relevant costs, direct costing, nonmanufacturing costs, and responsibility accounting. For students who have already studied the basic elements of job order and process costs and budgeting. Twenty lessons. Prerequisite: Accountancy 105. Tuition: \$66.00. Three semester hours credit.

ACCY x341. Governmental Accounting. Accounts of institutions, municipalities, and of state and federal governments; organization, procedure, budget, accounts and records, reports, and audits. Twenty-two lessons. Prerequisite: Accountancy 208 or its equivalent. Tuition: \$44.00. Two semester hours credit.

ADVERTISING

ADV x281. Introduction to Advertising. A survey of advertising; its organization and functions; its planning and execution; its relation to our economic and social systems. Eighteen lessons. Tuition: \$66.00. Three semester hours credit.

ADV x281B. Introduction to Advertising. A survey of advertising; its organization and functions; its planning and execution; its relation to our economic and social systems. Developed for foreign students. Eighteen lessons. Tuition: \$66.00. May be taken either for three semester hours credit or on a non-credit basis.

ADV x382. Advertising Creative Strategy. Theory and practice of advertising message planning and creation for print and broadcast media. Use of consumer and market surveys, copytesting methods, and advertising readership studies. Sixteen lessons. Prerequisite: Advertising 281 or consent of department. Tuition: \$66.00. Three semester hours credit.

ADV x393. Advertising in Contemporary Society. Advertising as an economic and social institution; its relation to the firm, individual, economy, and press system. Eighteen lessons. Prerequisite: Advertising 281, senior standing or equivalent. Tuition: \$66.00. Three semester hours credit.

BUSINESS ADMINISTRATION

BUS ADMIN x199. Purchasing Management. Operational dimensions of the purchasing function and the major problems involved in their management. Functional aspects treated include price/cost analysis, value analysis, negotiation, supplier evaluation, supplier ratings, traffic, quality assurance, and in-

ventory systems. The managerial aspects include consideration of the planning, organization, and control of the purchasing functions with special attention given to the most significant environmental constraints. Fifteen lessons. Prerequisite: Course in principles of economics and principles of accounting. Tuition: \$66.00. Three semester hours credit.

BUS ADMIN x202. Principles of Marketing. A course emphasizing the marketing concepts of planning, organization, control, and decision-making from the viewpoint of the business executive. Business cases will be used to illustrate applications of principles. Thirteen lessons. Prerequisite: One semester of principles of economics and one semester of statistics, or consent of department head. Tuition: \$66.00. Three semester hours credit.

BUS ADMIN x247. Introduction to Management. Summary of management in a modern industrial enterprise; emphasis on motivation, small group behavior, and the problems of designing and operating a formal organization structure. Credit is not given for both Business Administration 247 and 210. Seventeen lessons. Prerequisite: Sophomore standing. Tuition: \$66.00. Three semester hours credit.

BUSINESS AND TECHNICAL WRITING

BUS & TEC WRITING x251. Business and Administrative Communication. Study of communication as a tool of administration and management. Practice in writing a wide variety of types and forms of communication. For the student whose career will be in administration and management requiring a broad knowledge of communications and range of skills. Twenty-four lessons. Prerequisite: Campus rhetoric requirement or consent of instructor. Tuition: \$66.00. Three semester hours credit.

BUS & TEC WRITING x272. Report Writing. Study of the principles of professional and technical writing, especially as they apply to reports and other longer messages; practice in developing reports; research methods and techniques of outlining and organizing. Topics include adapting information to different audiences, writing proposals, formal definitions, abstracts, outlines, procedures, report format, research methodology, bibliography, presentation of findings, graphic aids, writing the long report. Fifteen submissions. Prerequisite: Completion of introductory composition or consent of the instructor. Tuition: \$66.00. Three semester hours credit.

ECONOMICS

ECON x101. Introduction to Economics. A general survey of the operation of the economic system, with emphasis on the determination of the level of national income and the pricing and allocation of

products and factors of production under existing conditions in the U.S. Thirty-two lessons. Tuition: \$88.00. Four semester hours credit.

ECON x171. Introductory Economic Statistics. An introduction to statistical methods as applied in economics and other social sciences; topics covered are: descriptive statistics, hypothesis testing and estimation including contingency tables, linear statistical models, and classical time series. Twenty-four lessons. Prerequisite: One year of college work. Tuition: \$66.00. Three semester hours credit.

ECON x255. Comparative Economic Systems. An analysis of the significant similarities and differences in the development, the structure and policies of various types of economies ranging from laissez-faire capitalism to command socialism. Twenty lessons. Tuition: \$66.00. Three semester hours credit.

EDUCATION

ED PSY x199. An Introduction to Individual Counseling and Group Work. A survey of a variety of approaches to individual counseling and group work. Major topics include goals of counseling, roles of practitioners, individual counseling and group work techniques, testing, the relationship of counseling techniques and the counseling process, etc. Both theories and practice are emphasized as they relate to such settings as the classroom, mental health, child rearing, business and industry. Nineteen lessons. Tuition: \$66.00. Three semester hours credit.

ED PSY x211. Educational Psychology. The basic undergraduate course in psychology of education for prospective teachers. Materials and principles from the various areas of psychology (mental hygiene, psychology of learning, etc.) are applied to the practical problems of teaching. Eighteen lessons. Prerequisite: Psychology 100 or equivalent. Tuition: \$66.00. Three semester hours credit.

ED PSY x236. Child Development for Elementary Teachers. A study of child growth and development designed particularly for those preparing to teach in the elementary school. Special emphasis is given to the significance of the developmental process for educational programs and procedures. Systematic experience in studying and evaluating children's behavior and in handling children. Twelve lessons. Prerequisite: Psychology 100. Tuition: \$66.00. Three semester hours credit.

ED PSY x311. Psychology of Learning for Teachers. A consideration of learning situations in the light of psychological findings and concepts; development of a theory of learning and its application to the teaching of attitudes, skills, and understandings. Ten lessons. Prerequisite: Educational Psychology 211, or its equivalent, and practice teaching or teaching ex-

perience (requests for exceptions to the prerequisite should be directed to the Correspondence Courses office). Tuition: \$44.00. Two semester hours credit.

ED PSY x312. Mental Hygiene and the School. An examination of social and emotional adjustment; study of normal personality, integration, feelings of inferiority, adjustment mechanisms, classroom therapy, behavior disorders in children, and introduction to methods of child study and provision for emotionally disturbed children. Twelve lessons. Prerequisite: A course in educational psychology and practice teaching or teaching experience. Tuition: \$44.00. Two semester hours credit.

ED PSY x391. Construction and Use of Tests in Teaching. Includes the relationship of classroom testing to educational objectives and the curriculum; the construction, administration, and scoring of the various types of essay and short-answer tests; and other means of measuring the attainment of objectives and marking procedure. The course is designed primarily for classroom teachers. Fourteen lessons. Prerequisite: Educational psychology. Tuition: \$88.00. Four semester hours credit.

EDUCATIONAL PSYCHOLOGY (see Education)

ENGLISH

ENGL x102. Introduction to the Drama. Understanding of the drama through the reading and consideration of representative plays. The reading list includes selections from Greek, Elizabethan, modern English, Continental, and American drama. Seventeen submissions. Tuition: \$66.00. Three semester hours credit.

ENGL x116. Masterpieces of American Literature. A study of representative works by major authors, including Franklin, Thoreau, Hawthorne, Melville, Twain, James, Hemingway, Faulkner, and others. Eight submissions. Tuition: \$66.00. Three semester hours credit.

ENGL x205. An Introduction to Shakespeare. An introduction to Shakespeare's dramatic form, poetic language, and characteristic themes through a reading of eight representative plays. Sixteen lessons. Tuition: \$66.00. Three semester hours credit.

ENGL x246. The Modern Short Story. A study of major American and European short stories. It analyzes technique and theme in the works of such writers as Conrad, Joyce, Lawrence, Faulkner, Kafka, Hemingway, Crane, Roth, Ellison, Flannery O'Connor and others, in order to understand the art and the vision of 20th century short fiction. Twelve submissions. Tuition: \$66.00. Three semester hours credit.

ENGL x249. American Fiction. Representative American novels and tales from James Fenimore Cooper

to the present. Special attention is given to recurrent themes and patterns in American narratives. Among the writers included are Hawthorne, Poe, Melville, Twain, James, Hemingway, Fitzgerald, and Faulkner. Sixteen lessons. Tuitions: \$66.00. Three semester hours credit.

ENGL x252. Great English Novelists of the Nineteenth Century. Austen, Bronte, Thackeray, Dickens, Eliot, Hardy, and Conrad. Eight submissions. Tuition: \$66.00. Three semester hours credit.

FINANCE

FIN x150. Money, Credit, Banking. A study of monetary and banking systems and the impact of monetary policy on employment, prices, economic growth, and international trade. Nineteen lessons. Prerequisite: A course in principles of economics. Tuition: \$66.00. Three semester hours credit.

FRENCH

It is important that students enrolling in French courses have fulfilled the prerequisites before enrolling. If you fulfilled the prerequisites some time ago or feel you may not have an adequate preparation for an advanced course, you may wish to consider enrolling in a lower level course. If you wish advice on enrollment you may submit a letter outlining your language background to the Guided Individual Study office.

FR x101. Elementary French. Grammar, reading of modern texts, composition, pronunciation (especially with optional cassette tapes). For students who have had no work in French. No credit toward graduation is given for French 101 without French 102. Thirty lessons. Tuition: \$88.00. Four semester hours credit.

FR x102. Elementary French. Continuation of French 101. Grammar, reading of modern texts, composition, pronunciation (especially with optional cassette tapes). Thirty lessons. Prerequisite: One year of high school or one semester of college French. Tuition: \$88.00. Four semester hours credit.

FR x103. Modern French. Readings in French culture and civilization and in French literature of the 19th and 20th centuries. Grammar review for reading comprehension. Thirty lessons. Prerequisite: Two years of high school or two semesters of college French. Tuition: \$88.00. Four semester hours credit.

FR x104. Modern French. Continuation of French 103. Twenty lessons. Prerequisite: Three years of high school or three semesters of college French. Tuition: \$88.00. Four semester hours credit.

FR x201. Introduction to French Literature. Carefully selected masterpieces of the seventeenth and eighteenth centuries, and background readings. Twenty lessons. Prerequisite: Four years of high school or

four semesters of college French. Tuition: \$66.00. Three semester hours credit.

FR x202. Introduction to French Literature. Continuation of French 201. Carefully selected masterpieces of the nineteenth and twentieth centuries, and background readings. Twenty lessons. Prerequisite: Four years of high school or four semesters of college French. Tuition: \$66.00. Three semester hours credit.

GENERAL ENGINEERING

GE x103. Engineering Graphics I. An integrated course in engineering graphics for all students in the College of Engineering. Freehand sketching; theory of orthographic projection and the analysis and synthesis of theoretical and practical problems involving the size, shape and/or relative positions of common geometrical magnitudes such as points, lines, planes, and other surfaces and solids, theory of pictorial projections; basic dimensioning; basic charts and diagrams. Credit is not given to students with credit in General Engineering 105. Forty-five lessons. Tuition: \$66.00. Three semester hours credit.

GEOGRAPHY

GEOG x102. Physical Geography I. An introduction to the processes responsible for the spatial variation of weather and climate with a survey of world climatic patterns. Twenty-two lessons. Tuition: \$88.00. Four semester hours credit.

GEOG x103. Physical Geography II. This is a course devoted to the study of some of the physical elements of geography. The aim is this: to develop the ability to describe and understand three of the primary natural elements of the geographic landscape, soils, vegetation, and landforms. Twenty lessons. Tuition: \$88.00. Four semester hours credit.

GERMAN

GER x101. Elementary German. Grammar, pronunciation, reading. For students who have had no work in German. Twenty lessons. Tuition: \$88.00. Four semester hours credit.

GER x102. Elementary German. Continuation of German 101. Twenty lessons. Prerequisite: One semester of college German or equivalent. Tuition: \$88.00. Four semester hours credit.

GER x103. Intermediate German. Continuation of German 102. Modern prose and grammar review. Twenty lessons. Prerequisite: Two semesters of college German or equivalent. Tuition: \$88.00. Four semester hours credit.

GER x104. Intermediate German. Continuation of German 103. Classical and modern narrative prose.

Twenty lessons. Prerequisite: Three semesters of college German or equivalent. Tuition: \$88.00. Four semester hours credit.

GREEK

GRK x101. Elementary Greek. An introduction to the fundamentals of classical Greek including the reading of simple prose. Fifteen lessons. Tuition: \$88.00. Four semester hours credit.

GRK x102. Elementary Greek. Continuation of Greek 101. Grammar and reading. Fifteen lessons. Prerequisite: One semester of college Greek. Tuition: \$88.00. Four semester hours credit.

HEALTH EDUCATION

HL ED x110. Public Health. Basic principles of group living including epidemiology studies; scientific methods as applied to environmental health in urban and rural areas; specialized programs. Twenty-one lessons. Tuition: \$44.00. Two semester hours credit.

HL ED x150. Health and Modern Life. The dynamics of health in modern life in a rapidly changing world; modern concepts of health, disease, and longevity; current health problems, issues, and trends; scientific health facts, principles and theories related to personal, family, and community health; health and longevity progress in the United States. Thirteen lessons. Tuition: \$66.00. Three semester hours credit.

HL ED x206. Sex Education and Family Life. Offered to persons who are interested in becoming more critical and obtaining a larger perspective to help their understanding of the problems of sex and family life. Fourteen lessons. Tuition: \$44.00. Two semester hours credit.

HL ED x281. First Aid. American Red Cross standard course in first aid. Thirteen lessons. Tuition: \$44.00. Two semester hours credit.

HL ED x283. Man and His Diseases. Ecologic, including cultural factors affecting disease in man; changing concepts of disease; epidemiology of communicable and noncommunicable diseases; disease prevention and control. Fifteen lessons. Tuition: \$44.00. Two semester hours credit.

HL ED x285. Sex Education for Teachers. Theory and practice of family life and sex education; basic issues, philosophy, and guiding principles; needs and objectives; scope and sequence; methods and materials; basic content and concepts; unit and lesson preparation; curriculum; construction; evaluation procedures; Illinois law and family life and sex education programs. Twenty lessons. Tuition: \$88.00. Four semester hours credit.

HL ED x392. Health and Safety Education in the Elementary School. An overview of the school health program designed to acquaint the teacher with modern concepts of health and safety in the elementary school. Consideration is given to the role of the classroom teacher in understanding and meeting the health needs of children. The course focuses on the legal requirements for Illinois schools, major health and safety problems of elementary children, the teacher's role in the school health program, and methods and materials in teaching modern health and safety education. Fourteen lessons. Tuition: \$66.00. Three semester hours credit.

HISTORY

HIST x111. History of Western Civilization to 1815. Europe from the age of the great discoveries to the close of the Napoleonic Wars. Ten lessons. Tuition: \$88.00. Four semester hours credit.

HIST x112. History of Western Civilization, 1815 to the Present. Development of European nationalism, liberalism, and imperialism; World War; reconstruction. Ten lessons. Tuition: \$88.00. Four semester hours credit.

HIST x151. History of the United States to 1877. Colonial foundations, movement for independence, early years of the republic. Fifteen lessons. Tuition: \$88.00. Four semester hours credit.

HIST x152. History of the United States, 1877 to the Present. A century of national life and organization. Twelve lessons. Prerequisite: Sophomore standing. Tuition: \$88.00. Four semester hours credit.

HIST x219. Survey of Russian History from Early Times to the Present. Main themes and problems of Russian history from earliest times to the present. Ten lessons. Prerequisite: One year of college history or consent of instructor. Tuition: \$66.00. Three semester hours credit.

HIST x253. Afro-American History to 1865. A topical and chronological survey of the Black experience from Africa to the New World, emphasizing the African background, transatlantic slave trade, slave systems, racism, and Afro-American efforts to cope with oppression. Twelve lessons. Tuition: \$66.00. Three semester hours credit.

HIST x254. Afro-American History Since 1865. The Black experience in America since Emancipation, especially the transition from slavery to freedom, obstacles to equality, migration and urbanization, New Negro, protest, and the Afro-American condition after more than three hundred and fifty years. Twelve lessons. Tuition: \$66.00. Three semester hours credit.

HIST x262. The United States in the Twentieth Cen-

tury. A survey of the major forces which have shaped social, economic, and political life in the United States from the Progressive Era to Watergate. Special attention is focused on various interpretations of America's abandonment of *laissez-faire* and isolationism. Ten lessons. Tuition: \$66.00. Three semester hours credit.

HIST x369. Constitutional Development of the United States to 1865. An examination of the Constitution and its relationship to political, economic, and social developments and institutions from colonial beginnings through the Civil War. Twelve lessons. Prerequisite: One year of college history or political science. Tuition: \$66.00. Three semester hours credit.

HIST x370. Constitutional Development of the United States Since 1865. Leading constitutional issues during the period in the historical contexts with which they were developed. Fifteen lessons. Prerequisite: One year of college history or political science. Tuition: \$66.00. Three semester hours credit.

ITALIAN

ITAL x101. Elementary Italian. For students who have no credit in Italian. No credit toward graduation is given for Italian 101 without Italian 102. Twenty lessons. Tuition: \$88.00. Four semester hours credit.

ITAL x102. Elementary Italian. Continuation of Italian 101. Twenty lessons. Prerequisite: One year of high school or one semester of college Italian. Tuition: \$88.00. Four semester hours credit.

LATIN

LAT x101. Elementary Latin. Grammar and reading. For students who have had no work in Latin. Fifteen lessons. Tuition: \$88.00. Four semester hours credit.

LAT x102. Elementary Latin. Grammar and reading of easy prose. Fifteen lessons. Prerequisite: One year of high school or one semester of college Latin. Tuition: \$88.00. Four semester hours credit.

LAT x103. Intermediate Latin. Review of grammar; reading of easy narrative prose. Fifteen lessons. Prerequisite: Two years of high school or two semesters of college Latin. Tuition: \$88.00. Four semester hours credit.

LAT x113. Latin Composition. Grammatical drill and practice in the simpler forms of expression. Fifteen lessons. Prerequisite: Credit or registration in Latin 103 or three years of high school Latin. Tuition: \$44.00. Two semester hours credit.

LAT x114. Latin Composition. Continuation of Latin 113. Fifteen lessons. Prerequisite: Latin 113. Tuition: \$44.00. Two semester hours credit.

MATHEMATICS

Due to the sequential nature of mathematics it is important that all students enrolling in mathematics courses have the necessary prerequisites as given for each course. Be sure to describe the prerequisites you have had on the correspondence enrollment application. This description should be as complete as possible including the course title, the number of semester or quarter hours (specify which), and the name of the institution where the course was taken.

If you have any questions about your qualifications or preparation for a mathematics course, write to the head of Guided Individual Study explaining your background and needs.

MATH x111. College Algebra.* Review of fundamental ideas as factoring, fractions, graphs, and exponents. Other topics are quadratics, inequalities, matrices and determinants, logarithms, progressions, and binomial theorem. Thirty-two lessons. Prerequisite: One year of high school algebra and one year of geometry. Students having $1\frac{1}{2}$ or more units of high school algebra may not take this course unless they have the approval of their college office. Tuition: \$110.00. Five semester hours credit.

MATH x112. College Algebra. Review of fundamental concepts. Topics include quadratics, inequalities, matrices and determinants, logarithms, progressions, binomial theorem, and theory of equations. Twenty-one lessons. Prerequisite: One and one-half years of high school algebra and one year of plane geometry. Tuition: \$66.00. Three semester hours credit.

MATH x114. Plane Trigonometry. Introduction of trigonometric functions and applications to right angles. Fundamental identities, logarithms, reduction formulas, inverse functions. The solution of oblique triangles, laws of cosines, tangents, and sines. Fifteen lessons. Prerequisite: One and one-half years of high school algebra, or registration in Mathematics 111, and one year of high school geometry. Tuition: \$44.00. Two semester hours credit.

MATH x120. Calculus and Analytical Geometry. First course in calculus and analytical geometry. Sketching curves, differentiation with applications and integration with applications such as finding volume. Theorem of mean value. Thirty lessons. Prerequisite: Mathematics 111 or 112 and 114. Tuition: \$110.00. Five semester hours credit.

* The distinction between Mathematics x111 and x112 is made on the basis of the amount of prior training in basic mathematics and not on the basis of the number of credit hours which the student hopes to earn. It is the normal policy of the University of Illinois not to permit a student of the University to repeat a course for which credit has once been received. Thus, a student who has advanced algebra (third semester) in high school would be repeating the equivalent of that course in the first portion of Mathematics x111 and therefore should enroll in Mathematics x112.

MATH x122. Analytical Geometry. Fundamental concepts, conics, algebraic curves, polar coordinates, parametric equations and solid analytic geometry. Twenty-two lessons. Prerequisite: Mathematics 111 or 112, and 114. Tuition: \$88.00. Four semester hours credit.

MATH x124. Introductory Analysis for Social Scientists I. An introduction to finite mathematics for students in the social sciences. The course covers systems of linear equations, matrices, linear programming, and probability. Problems are selected from social sciences and business. Seventeen lessons. Prerequisite: Mathematics 111 or 112. Tuition: \$66.00. Three semester hours credit.

MATH x130. Calculus and Analytical Geometry. Second course in calculus and analytical geometry. Conics, polar coordinates, parametric equations, methods of integration, planes, surfaces, and partial derivatives. Twenty-three lessons. Prerequisite: Mathematics 120. Tuition: \$110.00. Five semester hours credit.

MATH x131. Calculus and Analytical Geometry. Second course in calculus and analytical geometry. Conics, polar coordinates, parametric equations, and methods of integration. Sixteen lessons. Prerequisite: Mathematics 120. Tuition: \$66.00. Three semester hours credit.

MATH x135. Calculus. First course in calculus. Differentiation with applications, theorem of mean value, parametric and polar equations, integration with applications such as finding volume, improper integrals. Thirty-four lessons. Prerequisite: Mathematics 122 or equivalent. Tuition: \$110.00. Five semester hours credit.

MATH x140. Calculus and Analytical Geometry. Third course in calculus and analytical geometry. Multiple integrals, infinite series, and linear differential equations. Approximately seventeen lessons. Prerequisite: Mathematics 130. Tuition: \$66.00. Three semester hours credit.

MATH x141. Calculus and Analytical Geometry. Third course in calculus and analytical geometry. Solid geometry, partial differentiation, multiple integrals, infinite series, and linear differential equations. Approximately twenty-five lessons. Prerequisite: Mathematics 131. Tuition: \$110.00. Five semester hours credit.

MATH x142. Calculus. Review of integration and various reduction formulae. Applications such as centroids. Partial derivatives, multiple integrals, and infinite series. Twenty-four lessons. Prerequisite: Mathematics 135. Tuition: \$66.00. Three semester hours credit.

MATH x145. Calculus. Continuation of Mathematics 135. Further applications of derivative and inte-

gration such as second moment. Vectors, partial derivatives, multiple integrals, and infinite series. Introduction to differential equations. Twenty-seven lessons. Prerequisite: Mathematics 135. Tuition: \$110.00. Five semester hours credit.

MATH x202. Mathematics for Elementary Teachers. A systematic presentation of elementary mathematics for juniors who are preparing to teach in elementary schools. A simultaneous development of teaching steps and materials is also given. Not acceptable for credit in the College of Liberal Arts and Sciences. Thirty-nine lessons. Prerequisite: Junior standing in elementary education. Tuition: \$110.00. Five semester hours credit.

MATH x203. Mathematics for Elementary Teachers II. Continuation of Mathematics 202. Topics include measurement, signed numbers, exponents, functions, inequalities, intuitive geometry, and introduction to statistics. A simultaneous development of teaching steps and materials is also given. Not acceptable for credit in the College of Liberal Arts and Sciences. Eighteen lessons. Prerequisite: Mathematics 202 or equivalent. Tuition: \$66.00. Three semester hours credit.

PHYSICS

PHYCS x123. Theory of Mechanics, Properties of Matter, Wave Motion, Fluids, and Thermal Physics. Motion; force; momentum; work, energy, and power; relativity; rotation, torque, and angular momentum; vibrations and waves; pressure, temperature, heat, and thermodynamics. Seventeen lessons. Prerequisite: College algebra and trigonometry. Tuition: \$88.00. Four semester hours credit.

PHYCS x124. Theory of Electricity and Magnetism, Light, Atomic and Nuclear Physics. Electric charge, force field; conductors and insulators, capacitance, energy, and dielectric properties; current, resistance, cells, circuits, and instruments; magnetic fields, force, magnetic properties, induction, devices and circuits; radiation, light, and optics; quantum phenomena and duality; atomic physics; nuclear physics; and mesons. Sixteen lessons. Prerequisite: Physics x123 or equivalent. Tuition: \$88.00. Four semester hours credit.

POLITICAL SCIENCE

POL S x150. American Government: Organization and Powers. Historical development and organization of national, state, and local governments; the federal system; national and state constitutions; civil and political rights; party system; nature, structure, powers, and procedure of legislative, executive, and judicial departments in state and nation. Eighteen

lessons. Prerequisite: Sophomore standing. Tuition: \$66.00. Three semester hours credit.

POL S x280. International Relations. An examination of the foreign policy decision-making process, of the forces affecting international relations, of the sources of conflicts in international politics, and of their solution by power politics or by international cooperation. Fourteen lessons. Tuition: \$66.00. Three semester hours credit.

POL S x305. Municipal Government. This is a course on urban politics and policies. It focuses on the political processes of urban governments, describes the relationships between cities and other governmental units, and analyzes selected urban problems and the public policies designed to deal with those problems. Thirteen lessons. Tuition: \$66.00. Three semester hours credit.

POL S x396. Contemporary Political Theory. Major tendencies in Western political theory since 1850; conservatism and constitutionalism; the religious interpretation of the state and economic institutions; Marxism, socialism, and communism; antidemocratic thought and totalitarian regimes. Fourteen lessons. Prerequisite: Senior standing; junior standing with six hours political science. Tuition: \$66.00. Three semester hours credit.

PSYCHOLOGY

PSY x100. Introduction to Psychology. The study of human behavior with special reference to perception, learning, memory, thinking, emotional life, and individual differences in intelligence, aptitude, and personality. Emphasis is placed upon the scientific nature of psychological investigations. Research methods are discussed and results are related to daily life and everyday problems. Twenty lessons. Tuition: \$66.00. Three semester hours credit.

PSY x201. Introduction to Social Psychology. Systematic study of social factors in individual and group behavior; attention to social perception, motivation, and learning; attitudes, norms, and social influence processes; the development and dynamics of groups; and the effects of social and cultural factors on the individual. Credit is not given for both Psychology 201 and Sociology 201. Eighteen lessons. Prerequisite: One course in introductory psychology. Tuition: \$66.00. Three semester hours credit.

PSY x235. Statistical Methods in Psychological Research. This course provides a basic foundation in the use of statistics as applied to the behavioral sciences. Emphasis is placed primarily on the areas of measurement, descriptive statistics, sampling theory, correlation and regression, significance testing, non-parametric statistics, planning and interpreting of

experiments. Thirteen lessons. Prerequisite: One course in introductory psychology. Tuition: \$88.00. Four semester hours credit.

PSY x238. Abnormal Psychology. An introduction for professional students to the psychological aspects of the behavior disorders, including study of the insanities, psychoneuroses, mental deficiencies, and other conditions. Sixteen lessons. Prerequisite: Six hours of psychology; junior standing except for those in the premedical curriculum who may take the course as second semester sophomores with four hours of psychology. Tuition: \$66.00. Three semester hours credit.

PSY x245. Industrial Psychology. A systematic coverage of some of the most prominent areas of industrial psychology. Emphasis is placed upon such topics as personnel selection, leadership, industrial morale, human efficiency, and job satisfaction. Fifteen lessons. Prerequisite: One course in introductory psychology. Tuition: \$66.00. Three semester hours credit.

PSY x248. Introduction to Learning. A study of animal and human learning with special attention on the important experimental results and influential theories. Fourteen lessons. Prerequisite: One course in introductory psychology. Tuition: \$66.00. Three semester hours credit.

PSY x250. Psychology of Personality. A systematic study of the development, dynamics, and structure of personality, including major contributions to methodology, theory, and empirical research. Fifteen lessons. Tuition: \$66.00. Three semester hours credit.

RHETORIC

RHET x105. Principles of Composition. Study of the methods of exposition, the problems of argument, the use of evidence, and style. Practice in writing with primary emphasis on exposition. This course fulfills the campus rhetoric requirement. Twelve lessons. Tuition: \$88.00. Four semester hours credit.

RHET x205. Advanced Narrative Writing. Practice in the writing of fiction with emphasis on the short story. Eighteen submissions. Prerequisite: Rhetoric 105 or equivalent. Tuition: \$66.00. Three semester hours credit.

RUSSIAN

RUSSIAN x101. First Year Russian. Elements of grammar, reading, writing. For students who have no credit in Russian. Thirty lessons. Tuition: \$88.00. Four semester hours credit.

RUSSIAN x102. First Year Russian. Continuation of Russian 101. Elements of grammar, reading, writing. Thirty lessons. Prerequisite: Russian 101. Tuition: \$88.00. Four semester hours credit.

RUSSIAN x103. Second Year Russian. Grammar review, vocabulary building. Twenty-eight lessons. Prerequisite: Russian 102 or equivalent proficiency. Tuition: \$88.00. Four semester hours credit.

RUSSIAN x104. Second Year Russian. Grammar review, vocabulary building, translation of selected texts from literature and social sciences. Twenty-two lessons. Prerequisite: Russian 103 or equivalent proficiency. Tuition: \$88.00. Four semester hours credit.

RUSSIAN x315. Nineteenth Century Russian Literature in Translation. A study of major Russian writers from Pushkin through Chekhov. No knowledge of Russian is required. Nineteen lessons. Prerequisite: None. Tuition: \$66.00. Three semester hours credit.

SOCIOLOGY

SOC x100. Introduction to Sociology. Introductory analysis and description of the structure and dynamics of human society. Special emphasis is placed on the application of scientific methods to the observations and analysis of social norms, groups, intergroup relations, social change, social stratification, and institutions. This course provides prerequisite knowledge for more advanced courses in sociology. Thirteen lessons. Tuition: \$66.00. Three semester hours credit.

SOC x240. Collective Behavior. The study of spontaneous, emergent, or transitory actions by large numbers of people not linked through formal organization, and not necessarily by common group identity: e.g., the phenomena of crowds, mobs, panics, disasters, rumors, booms, fads and fashion, audiences, masses, publics, propaganda targets, and social movements. Implications on this behavior from the standpoints of personal problems and social change. Sixteen lessons. Prerequisite: A course in introductory sociology. Tuition: \$66.00. Three semester hours credit.

SPANISH

SPAN x101. Elementary Spanish. For students who have no credit in Spanish. No credit toward graduation is given for Spanish 101 without 102. Thirty lessons. Tuition: \$88.00. Four semester hours credit.

SPAN x102. Elementary Spanish. Continuation of Spanish 101. Thirty lessons. Prerequisite: One year of high school or one semester of college Spanish. Tuition: \$88.00. Four semester hours credit.

SPAN x103. Intermediate Spanish. Rapid reading, review of grammar, composition. Thirty lessons. Prerequisite: Two years of high school or two semesters of college Spanish. Tuition: \$88.00. Four semester hours credit.

SPAN x104. Intermediate Spanish. Continuation of Spanish 103. Thirty lessons. Prerequisite: Three years of high school or three semesters of college Spanish. Tuition: \$88.00. Four semester hours credit.

SPAN x240. Spanish Literature: The Middle Ages through the Eighteenth Century. Introduction to major figures, works, and movements of the Middle Ages and the Eighteenth Century. Twenty-four lessons. Prerequisite: Four years of high school or four semesters of college Spanish. Tuition: \$66.00. Three semester hours credit.

SPAN x241. Spanish Literature: Nineteenth Century to the Present. The study of representative masterpieces within the context of major periods and trends. Twenty-seven lessons. Prerequisite: Four years of high school or four semesters of college Spanish. (It is recommended that Spanish 240 be taken before taking Spanish 241.) Tuition: \$66.00. Three semester hours credit.

SPAN x242. Spanish American Literature. Introduction to major literary authors, works, and movements in Spanish America. Thirty lessons. Prerequisite: Four years of high school or four semesters of college Spanish. Tuition: \$66.00. Three semester hours credit.

THEORETICAL AND APPLIED MECHANICS

TAM x150. Analytical Mechanics — Statics. Basic concepts of vector analysis; resultants of force systems; equilibrium of force systems; analysis of forces acting on trusses, frames, and machines; concentrated loads on beams; centroids; friction. Ten lessons. Prerequisite: Physics 101 or 106; registration in Mathematics 140, 141, or 145. Tuition: \$44.00. Two semester hours credit.

TAM x152. Engineering Mechanics I — Statics. Basic concepts of vector analysis; resultants of force systems; equilibrium of force systems; analysis of forces acting on trusses, frames, and machines; centroids; concentrated and distributed loads on beams; fluid statics; friction; virtual work; area moments of inertia. Fifteen lessons. Prerequisite: Physics 106; registration in Mathematics 140, 141 or 145. Tuition: \$66.00. Three semester hours credit.

TAM x212. Analytical Mechanics (Dynamics). Displacement, velocity, and acceleration of a particle; relation between forces acting on rigid bodies and the changes in motion produced; translation; rotation; plane motion; solutions using the principles of force, mass, and acceleration, work and energy, and impulse and momentum. Fourteen lessons. Prerequisite:

Theoretical and Applied Mechanics 150 or equivalent; Mathematics 140, 141, or 145. Tuition: \$66.00. Three semester hours credit.

TAM x221. Elementary Mechanics of Deformable Bodies. Elastic and inelastic relationships between external forces (loads) acting on deformable bodies and the stresses and deformations produced; tension and compression members; members subjected to torsion and to bending; buckling (columns); combined stresses; repeated loads (fatigue); energy loads; impact; influence of properties of materials. Fourteen lessons. Prerequisite: Theoretical and Applied Mechanics 150 or equivalent; Mathematics 140, 141, or 145. Tuition: \$66.00. Three semester hours credit.

URBAN PLANNING

UP x378. Law and Planning Implementation. Cases, legislation, and materials illustrative of the social, economic, and environmental interrelationships of land-use planning and the dynamic role of law as a system of controlled conflict; traditional and emerging concepts of zoning, subdivision regulation, and review procedures. Fourteen submissions. Prerequisite: An introductory political science course. Tuition: \$66.00. Three semester hours credit.

VOCATIONAL AND TECHNICAL EDUCATION

VOTEC x388. Special Techniques of Teaching Career, Occupational, and Practical Arts Education. A study of teaching techniques appropriate to career, occupational, and practical arts education; focuses on communication methods and instructional strategies; students conduct investigations, develop materials, and make applications to their areas of concern. Eight lessons. Tuition: \$44.00. Two semester hours credit.

VOTEC x399. Issues and Developments in Vocational and Technical Education: Career Education in the Elementary School. An examination of processes and methods by which the concepts and generalizations of career education may be introduced in the elementary school. Eight lessons. Tuition: \$44.00. Two semester hours credit.

VOTEC x399B. Metrics Education. Background information on SI metrification system emphasizing measurements of length, volume, mass (or weight), and temperature with applications to the secondary teaching in vocational and technical education. Eight lessons. Tuition: \$44.00. Two semester hours credit.

Credit-free Course Offerings

The following list of credit-free courses offered by correspondence is arranged in alphabetical order by departments. The courses of each department are listed numerically.

A course application should indicate both the departmental abbreviation and the course number precisely as listed below.

Following each course number is the title, a brief description of its contents, the number of lessons, and the tuition fee. A certificate of completion is issued to those who successfully submit all assignments and pass a final examination.

The number of lessons indicated for any course is subject to change without notice. This number is not a true indication of the amount of work involved in a particular course; this depends upon such factors as the textbook used and the manner in which the department chooses to present the course material.

ARCHITECTURE

ARCH x904A. Code Administration. This course structures a rationale for the constraints of regulatory building codes and ordinances. It introduces designers, contractors, and code officials to the realities of building code enforcement and administration. Twelve lessons. Tuition: \$66.00. No credit.

BUSINESS AND TECHNICAL WRITING

BUS & TEC WRITING x602. Business Communication. A course in the principles of effective communication on the intrainstitutional level. It structures the relationship between communication theory and practical writing. Practice is prescribed in writing expository prose in a variety of formats. Emphasis is placed on the analysis of students' compositions from job situations. Twelve lessons. Prerequisite: None. Enrollment based on interest and need. Tuition: \$66.00. No credit.

PHARMACY

The Continuing Education unit of the College of Pharmacy, University of Illinois at the Medical Center, offers a series of noncredit individual study courses. These "CommuniCourses" come complete with a comprehensive reference text and a set of cassette tapes. The text is divided into lessons which correspond to accompanying cassette lectures. Self-study quizzes allow the user to evaluate his/her level of mastery without the necessity of submitting written lessons. There is a final evaluation examination which must be mailed back to the college. The text is indexed to enhance its usefulness as a reference long after the course is completed.

"CommuniCourses" are highly technical and intended

for practicing pharmacists and other health professionals. They carry Continuing Education Units (C.E.U.) from the College of Pharmacy who is responsible for the educational content of the courses. The College of Pharmacy is approved by the American Council on Pharmaceutical Education as a provider of continuing pharmaceutical education. Any further communication regarding course accreditation is the responsibility of the individual and the state board involved.

You may enroll in a "CommuniCourse" by completing the application and enclosing a check payable to the University of Illinois for the registration fee. The complete course package will be sent to you from the College of Pharmacy. Further information about "CommuniCourses" and other continuing education activities in pharmacy may be obtained by contacting: Continuing Education, College of Pharmacy, Room 139, 833 South Wood Street, Chicago, Illinois 60612.

Chemical Basis of Drug Action, Part 1. Molecular mechanisms through which pharmaceutically active compounds exert their effects. Chemical and physical properties affecting drug action; drugs affecting the cholinergic nervous system; local anesthetics; antihistamines; and drugs affecting the adrenergic nervous system. Six lessons. Prerequisite: Background in pharmacy or related health sciences. Registration Fee: \$45.00 including all materials. 2 C.E.U.

Chemical Basis of Drug Action, Part 2. Molecular mechanisms through which pharmaceutically active compounds exert their effects. Tranquilizers; antidepressants; sedative hypnotics; anticonvulsants; sulfonamide antibacterials; oral hypoglycemics, diuretics; cardiovascular agents; antineoplastic agents; and analgesics. Prerequisite: Concurrent enrollment or completion of Chemical Basis of Drug Action, Part 1. Registration Fee: \$45.00 including all materials. 2 C.E.U.

Contraception: New Directions in Pharmacy Practice. A review of current research on contraceptive methods and the information necessary to counsel patients about these methods. Includes physiology of reproduction; overview of contraception and contraceptive mechanisms; clinical approach to oral contraceptives; diaphragms, condoms, vaginal contraceptives; rhythm methods; IUD; and the pharmacist's role in contraception selection, patient management, and education. Prerequisite: Background in pharmacy or related health science. Registration Fee: \$45.00 including all materials. 2 C.E.U.

Hypertension: New Directions in Pharmacy Practice. Detection of potential hypertension and management of patients on antihypertensive therapy. Includes pathophysiology of hypertension; treatment of hypertension: diagnosis, diuretics, antihyperten-

sives, adjuncts to therapy, and rationale of therapy; patient management: Criteria for patient monitoring and clinical case reviews. Prerequisite: Background in pharmacy or related health science. Registration Fee: \$45.00 including all materials. 2 C.E.U.

Teratology: New Directions in Pharmacy Practice. Basic concepts of teratology; factors which influence

occurrence of abnormality; evaluation of teratologic data to determine whether or not a cause and effect relationship exists between a drug and a fetal abnormality; counseling patients and their physicians regarding risks of certain drug therapies during pregnancy. Prerequisite: Background in pharmacy or related health science. Registration Fee: \$35.00 including all materials. 1.5 C.E.U.

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APPLICATION FOR ENROLLMENT IN CORRESPONDENCE COURSES

Complete all the required information on both sides. Type or print legibly. Mail directly to: Guided Individual Study, University of Illinois, 104 Illini Hall, Champaign, Illinois 61820.

M _____ Social Security no. _____
last name first name middle name

Mailing address _____ Phone _____
number street area code number
city state or country zip code county

Home address _____ Phone _____
number street area code number
city state or country zip code county

PERSONAL DATA: The following information is strictly for internal use. Your cooperation in its completion is appreciated.

Sex: _____M _____F Age: _____ Marital Status: _____M _____S Veteran: _____Yes _____No
Reason for enrolling: _____degree credit _____certification _____job advancement _____personal improvement
_____other _____
Ethnic origin: _____Asian-Am. _____Am. Indian _____Black Am. _____Mexican Am.
_____White Am. _____Other Am. _____Foreign

PREVIOUS EDUCATION: If you have attended the University of Illinois, indicate below:

Urbana-Champaign	Chicago Circle	Medical Center	Extramural	Correspondence	Other (Specify)
Dates _____	Dates _____	Dates _____	Dates _____	Dates _____	Dates _____
College _____	College _____	College _____	College _____	College _____	College _____

List scholastic record below. (List *all* collegiate institutions you have attended or are now attending.)

Other Schools	Name of School	Address	Dates Attended	Degree or Diploma
High School				
College and/or University				
Other Instruction				

Hours of college credit you now have _____ Years of schooling _____
Degrees: HS Diploma _____ Associate _____ Bachelor's _____ Master's _____ Doctorate _____ Other _____
Institution where currently enrolled _____ Part-time _____ Full-time _____

COURSES APPLIED FOR: Use the descriptions in the correspondence catalog.

1 _____ 2 _____ 3 _____
department number department number department number

PREREQUISITES: If the course(s) you are applying for has prerequisites (see the course descriptions in the correspondence catalog), you must specifically indicate how you have fulfilled those prerequisites in order to be enrolled. Give the title of the prerequisite course, the number of credit hours (specifying semester or quarter hours), and the institution where taken. (If you are unsure you meet the prerequisites, send information about your situation or transcripts for evaluation.)

Turn over to complete the other side of this application.

Do not write below this line

Approved	Statement #	Approved	Statement #	Approved	Statement #
Date _____		Date _____		Date _____	
By _____		By _____		By _____	
Pickup _____		Pickup _____		Pickup _____	

N.R.E. _____ R.E. _____ At. _____ Tp. _____ No. _____ R.R. _____ IVS _____ Co. Waiver _____

FEES: Please enclose a check or money order for the course tuition fee plus any special fees (see the course descriptions in the catalog for the tuition fee). Make your check or money order payable to: University of Illinois.

FEE WAIVERS:

I hold a currently valid _____ Illinois Veterans Scholarship _____ County Child of Veteran Scholarship which exempts me from correspondence tuition.

I will be receiving Veterans Administration benefits _____

PERMISSION TO ENROLL FOR COLLEGE STUDENTS: If you are currently enrolled as a full-time college student at the University of Illinois or any other college, you must have the permission of your academic dean to enroll in correspondence study for degree credit purposes. Have your academic dean sign the following form.

Permission is hereby granted for this student to enroll in correspondence study at the same time the student is enrolled in residence study.

Date _____ Dean _____ Institution _____

PERMISSION TO ENROLL FOR HIGH SCHOOL STUDENTS: Superior high school seniors may enroll in introductory correspondence courses with the recommendation of their high school principal or guidance counselor, and University approval.

This is to certify that this student has a superior academic record, meriting consideration for enrollment in a University course for University credit; that the student has developed good study habits conducive to independent study; that this course may be taken in addition to the regular high school program and that it will not interfere with the applicant's completion of the high school requirements or the necessary units required for admission to the University.

Date _____ Principal _____ Institution _____

(Please enclose a copy of the applicant's high school transcript)

APPLICANT'S SIGNATURE

In signing this application, I have read and agree to abide by the regulations of the University of Illinois Correspondence Program as set forth in its current catalog.

Date _____ Signature of applicant _____

TEXTBOOK ORDER FORM

You may order the required textbooks and materials by completing this section. The textbooks will be sent from the Illini Union Bookstore and you will be billed for their cost plus postage. If you prefer, you may delay ordering the textbooks until you receive the list of required textbooks and materials (which is sent upon receipt of your properly completed application) and order directly from the Illini Union Bookstore or your local bookstore, if available.

Please send the required textbooks and materials for the following course(s) and send me a billing for their cost plus postage.

department	number	course title
department	number	course title
department	number	course title

Please also send _____ preaddressed envelopes at \$0.05 each.
number

Date _____ Signature _____

University of Illinois Public Service Regions

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Dixon, Illinois 61021
(815) 288-3361

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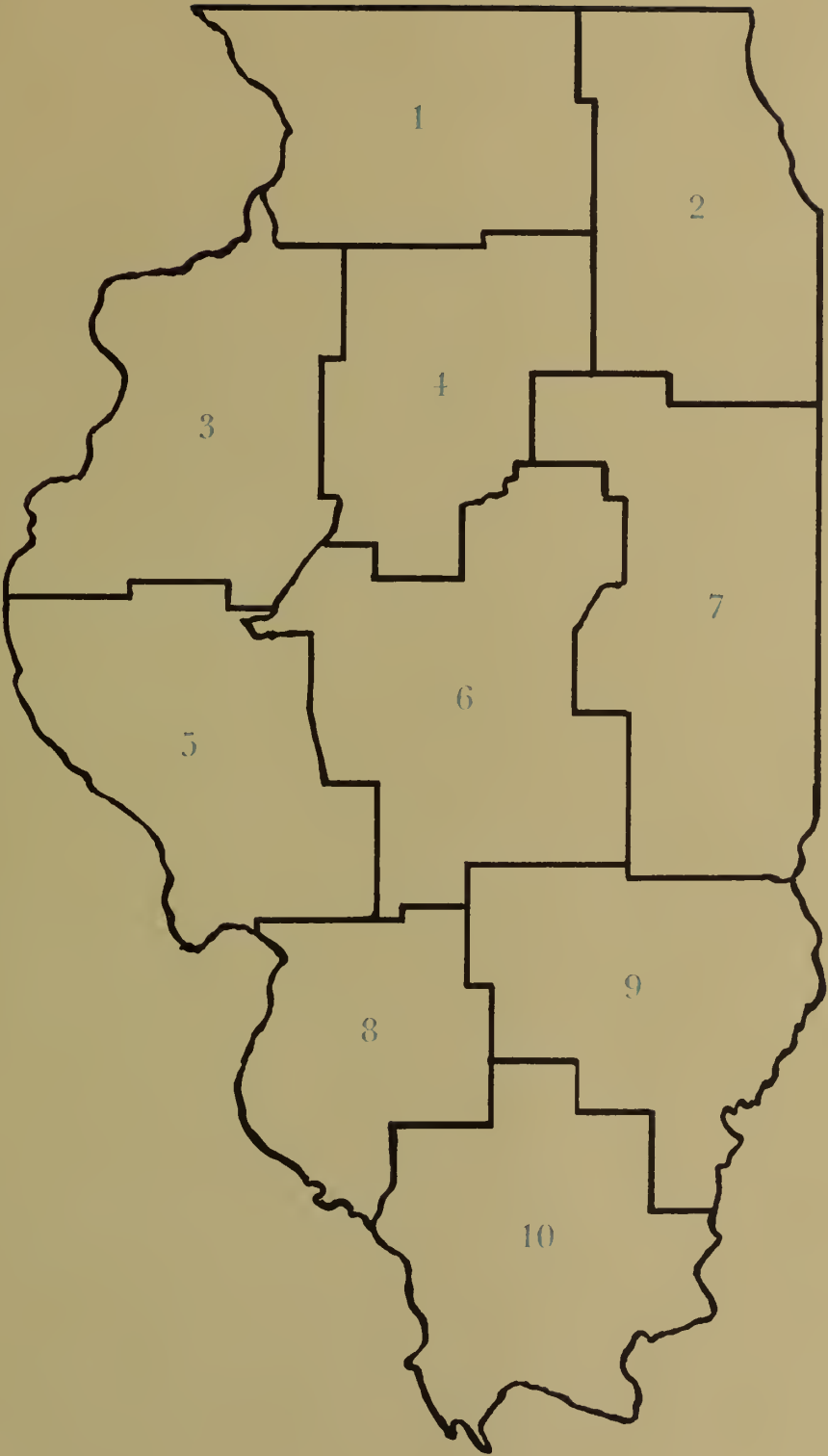
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Champaign, Illinois 61820
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(618) 235-3980



The University of Illinois has eight regional program offices around the state of Illinois. These offices provide a local point of contact where citizens of Illinois can seek the outreach services of the University. Contact the regional program director in your area for help in finding the people at the University of Illinois who can help you.

CORRESPONDENCE COURSES
104 Illini Hall
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